



City of Conroe Development Guide

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Contents

Introduction	1
Pre-Development Process	2
Planning	2
Platting	4
Minor Plat Procedure	5
Plat/Replat Procedure	5
Subdivision by Metes & Bounds Procedure	6
Certificate of Compliance	6
Development Plans	7
Permitting	8
Inspections	9
Key Contacts	10



1.0 Introduction

The future success of Conroe depends on continued investment in our community and public infrastructure. The development process, outlined in this guide, has been established to promote quality and sustainable development within the municipal limits of the City of Conroe and its Joint Planning Area. The Joint Planning Area is the portion of the City of Conroe's Extraterritorial Jurisdiction (ETJ) for which there is a reasonable likelihood of annexation in the near future. A [map of the current Joint Planning Area](#) is located on the second page of the Published Mapping/Data webpage on the City's website, www.cityofconroe.org. The City has an inter-local agreement with Montgomery County for joint regulation of the development of land located within the Joint Planning Area. The City of Conroe does not regulate land use nor does it have a zoning ordinance. All development is governed by the City ordinances, the Design Manual and the International Building Codes.



2.0 Pre-Development Process

A Pre-Development meeting is required before the submittal of any development plans. Platting requirements, water/sanitary sewer availability, right-of-way and easement dedication requirements, drainage and detention requirements, floodplain issues, fire code compliance and building code compliance are topics typically discussed. Floodplain maps and City utility location maps may be obtained prior to or at the meeting. It is recommended that the developer/owner include the project engineer in the meeting to assist with the discussion of technical details for proposed developments.

An agenda listing issues and questions specific to the project, copies of available conceptual site plans, project drawings, or related documents must be received before the pre-development meeting is scheduled. Staff encourages the engineer to review this Development Guide and the Planning, Engineering and Permit webpages on the City's website before submitting an agenda. Upon receipt of the agenda, conceptual drawings, and the completed [Pre-Development Meeting Request](#), a meeting may be scheduled at City Hall by contacting the Development Coordinator at (936) 522-3100 or engineering@cityofconroe.org.

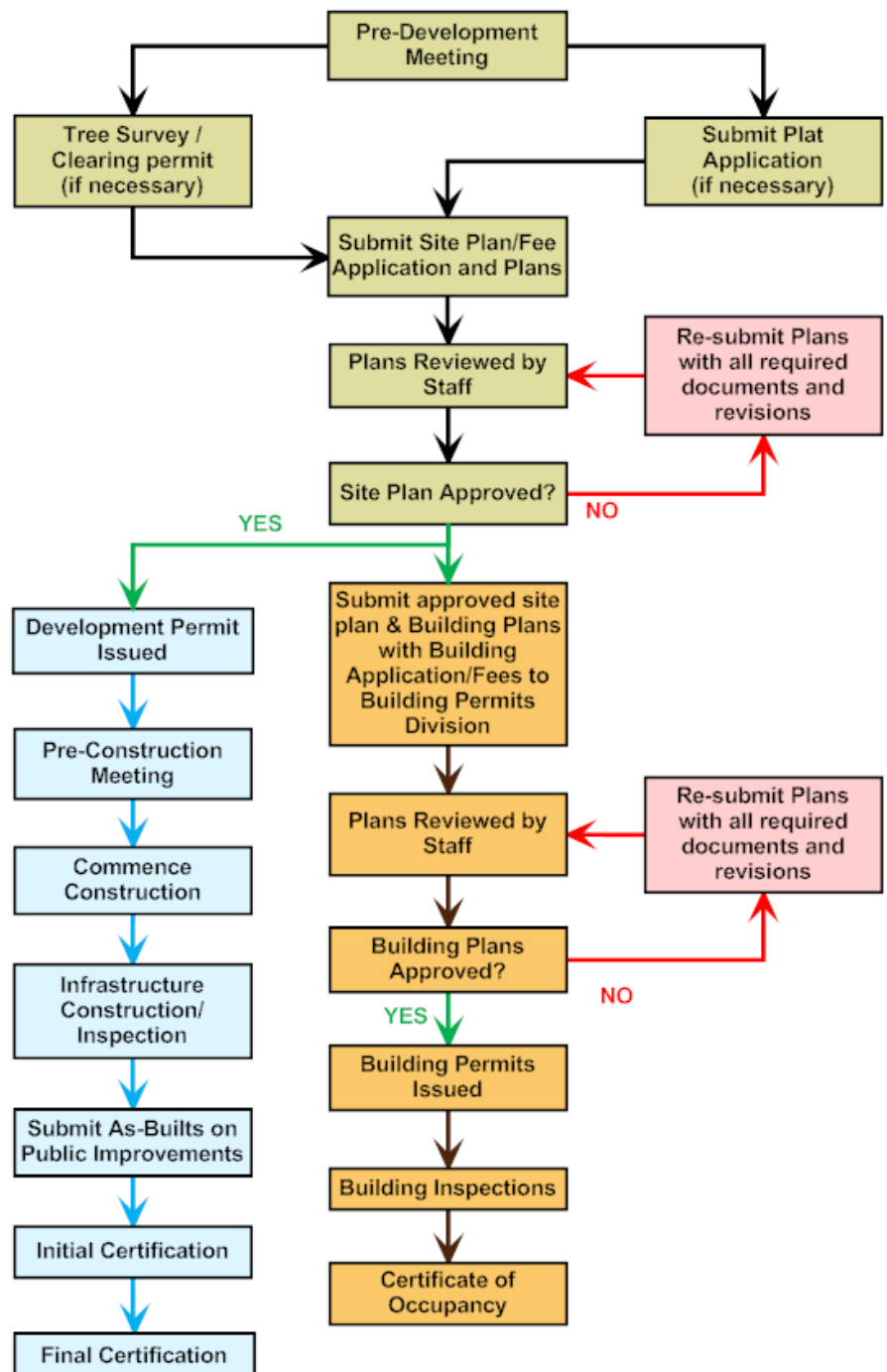
If you are just beginning your real property search for a proposed project and would like to meet with the City Planner to obtain general information about Conroe, please call (936) 522-3098 to schedule an appointment or to discuss your project plans.

3.0 Planning

[Comprehensive Plan](#) - Texas Local Government Code Chapter 213

A comprehensive plan is a document that provides the framework and policy direction for land use decisions. Adopted by the City Council in 2007, it is an official public document that can be used by the City, area agencies and developers. It is the intent of the plan to anticipate, coordinate and guide future growth decisions in an appropriate and desired manner and improve the quality of life of its residents. In order to implement the plan, it is important that the development community is aware of its objectives and intent as a future vision and development strategy, not only for newly growing areas of Conroe, but also for established areas. Some of the benefits of having the plan are:

Development Procedure



- Local and regional decision-making regarding land uses, transportation, utility capacity, public facilities, natural resources, environmental protection, economic development, housing, etc.
- Fiscal accountability is built into plans. Local governments identify the capital facility needs, along with estimated costs and revenues for each facility. Planning for these facilities is linked with land use decisions about the location and density of population growth.
- Developers and citizens know what to expect as communities make clear decisions and as jurisdictions coordinate with each other and with local districts that provide services. Ultimately, this reduces costs for all stakeholders involved in the development process.

Note that the Comprehensive Plan does not establish a zoning ordinance.

Overall, the plan objectively reiterates the City's authority under Chapter 213 to promote sound development in the interest of the public's health, safety and welfare. If you are developing in Conroe, it is to your advantage to become familiar with this document.

Annexations - Texas Local Government Code Chapter 43

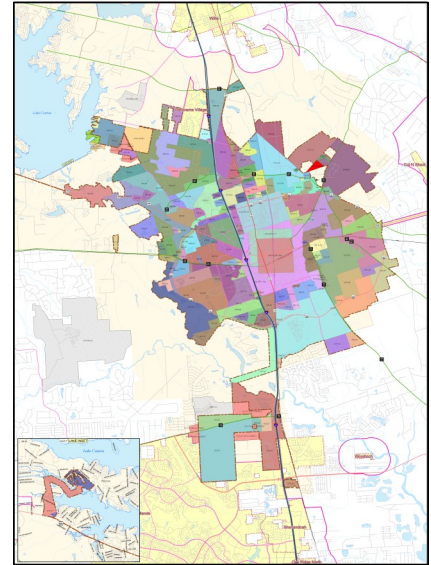
Annexation is the process of bringing property into the city limits. An ordinance, which must be approved by the City Council, is required to make an annexation effective. The State of Texas grants authority to cities to annex territory in two different ways:

- Annexation may be requested by a property owner (voluntary exempted process); and
- The City can annex a property without the consent of the owner (non-voluntary process).

All annexations must be carried out according to State law and the City Code of Ordinances. As a "home-rule" city of more than 50,000 people, Conroe has the authority to annex property contiguous with and within three and a half miles of its current city limits, following procedures consistent with Chapter 43 of the Texas Local Government Code.

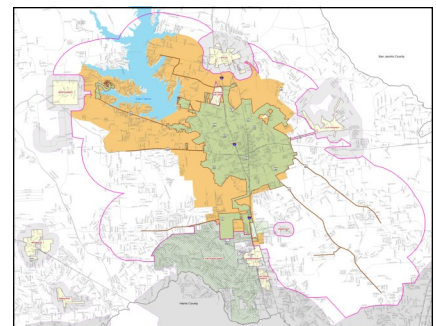
Exempted annexations will be initiated when the City receives a petition for voluntary annexation from property owners. The City may then adopt a resolution initiating the exempted annexation area process. The City will hold two public hearings and two ordinance readings to approve a voluntary annexation. The annexation is completed upon second reading of the ordinance, which includes adoption of a municipal service plan for the newly annexed area.

For more information about long-range planning activities in the City of Conroe, or to request voluntary annexation, please visit our website or contact the City Planner directly at (936) 522-3098 or com-dev@cityofconroe.org.



Conroe Annexation Map

"As a "home-rule" city of more than 50,000 people, Conroe has the authority to annex property contiguous with, and within three and a half miles of its current city limits"



Conroe City Limits, Planning Area and ETJ

4.0 Platting

Before real property within the city limits of Conroe may be developed, it must comply with the requirements of the Subdivision Ordinance, Chapter 94. Real property located outside the city limits, but within the City's Joint Planning Area, is also subject to some of the requirements listed in Chapter 94. A building permit will not be issued until a parcel of land complies with applicable Chapter 94 requirements.

A subdivision occurs when a parcel of land is divided, whether or not a transfer of ownership has occurred. Platting is the procedure generally required to obtain the approval of a subdivision of real property. The Planning Commission is the authority generally responsible for the approval of plats, replats, plat vacations and subdivisions by metes & bounds. The Director of Community Development has been delegated the authority to approve amending plats and minor plats.

Platting Procedure

A plat is a legal document showing the layout of the lots, blocks, reserves, rights-of-way and easements created by the subdivision of real property, which must be recorded in the Official Public Records of Real Property of Montgomery County after the plat has received all required certifications and approvals.

A subdivision of land into parts greater than five-acres, where each part has access to a public street and no public improvements are proposed is not required to be platted. Other plat exception criteria are listed in [Chapter 94-102](#).

Following the pre-development meeting, the platting procedure begins with the land study, which may be submitted for approval either prior to, or at the same time as the preliminary plat submittal package. After the land study and preliminary plat have been conditionally approved by the Planning Commission, the site plans for the subdivision improvements may be submitted for review by the Engineering Division.

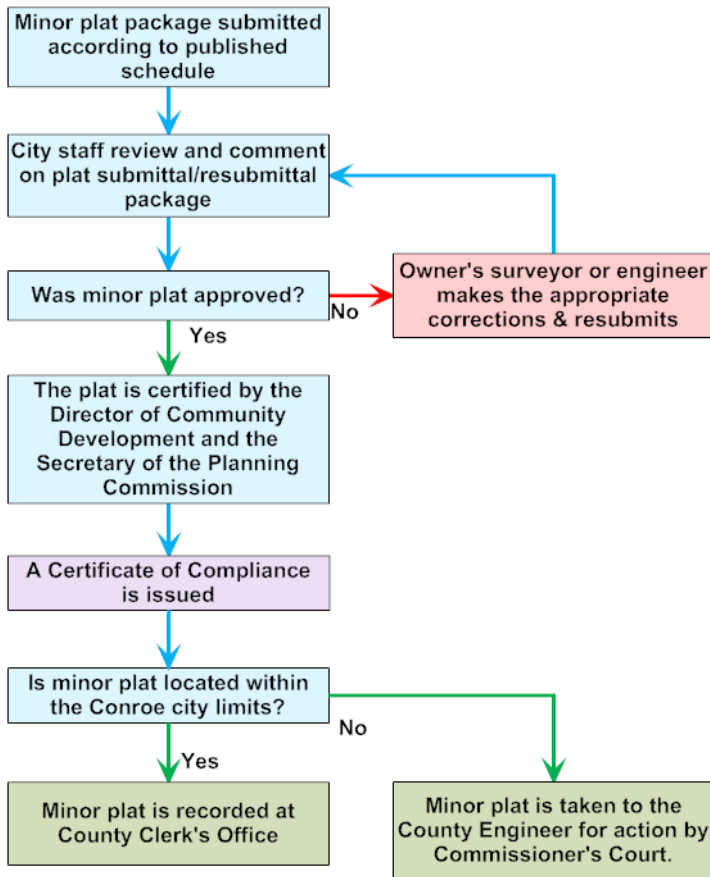
Upon approval of the site plans, the final plat submittal package may be submitted. If the subdivision is located within the Joint Planning Area, site plans approved by the County Engineer must be included in the final plat submittal package. Within the city limits, unless required improvements have been previously constructed and accepted by the City, a [subdivision development agreement](#) between the Developer and the City, secured by a financial guarantee, must be included in the final plat submittal package. Within the Joint Planning Area, all City required publicly maintained improvements must be bonded with the City, unless the developer has bonded with, and can provide a copy of an agreement with a utility district to construct the required improvements according to the approved site plans.

When all conditions imposed by the Planning Commission on the final plat have been satisfied, the Planning Commission must grant final approval and certify the plat. A Certificate of Compliance is issued to the developer as proof that the subdivision complies with City regulations.

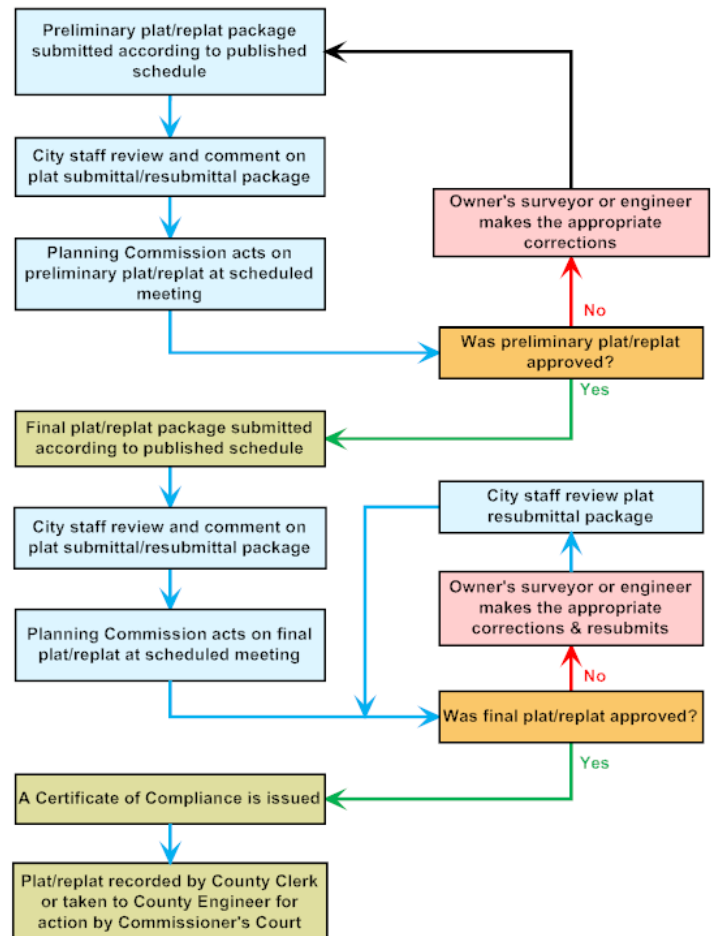
To bring subdivided property into compliance with Ordinance 94, there are several different types of plats and procedures, as listed below:

- Minor Plat
- Preliminary Plat and Final Plat
- Subdivision by Metes & Bounds
- Preliminary Replat and Final Replat
- Vacating Plat
- Amending Plat

Minor Plat Procedure

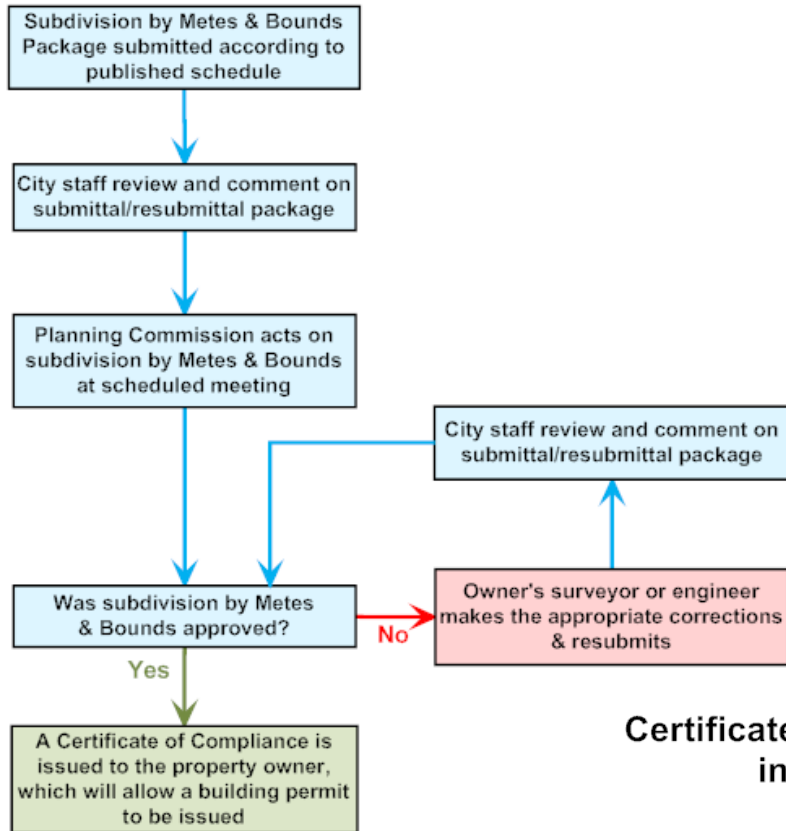


Plat/Replat Procedure

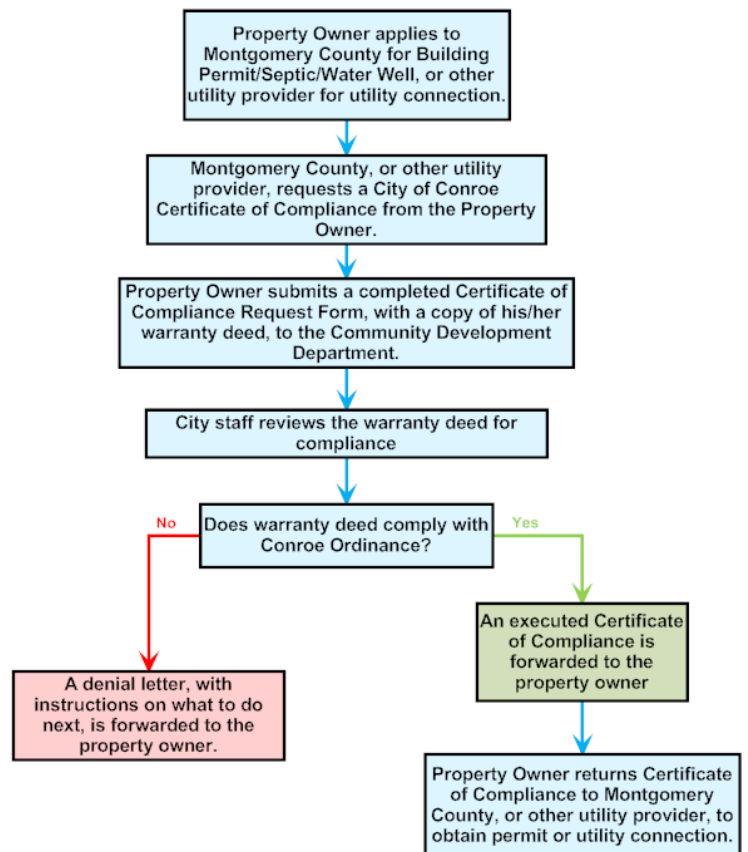


***For all replats, a public hearing is required prior to action on the final plat**

Subdivision by Metes & Bounds Procedure



Certificate of Compliance for Property Located in the Planning Area and E.T.J.

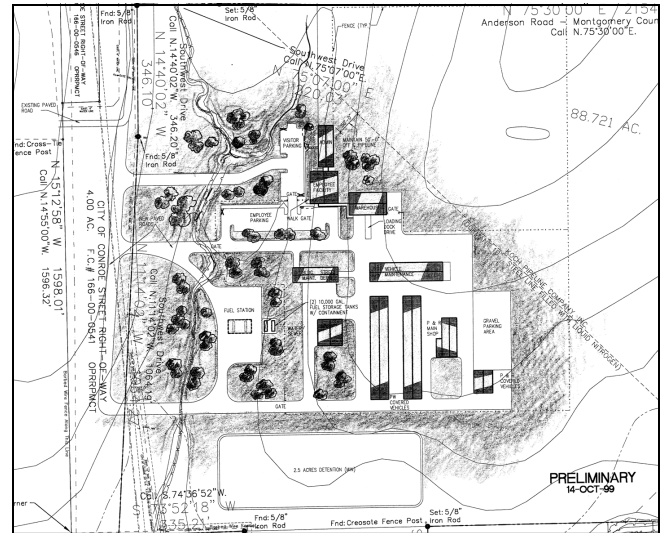


For specific information about types of plats/replats and platting procedures, including applications, checklists and other documents, go to the [Platting](#) webpage. The Development Coordinator is available to answer questions on subdividing by phone at (936) 522-3100 or engineering@cityofconroe.org.

5.0 Development Plans

Site development plans (site plans) for all land development within the city limits and Joint Planning Area, except for single-detached one and two-family residential dwellings property, must be submitted to the City for review and approval. The City of Conroe regulates all land development located within the city limits. The City and Montgomery County jointly regulate land development located within the Joint Planning Area.

City policies, standards and regulations of land development are designed to help ensure public health and safety and protect private and public property. The Engineering Division reviews site plans for infrastructure requirements, drainage, landscaping, environmental and safety considerations. All construction standards, design requirements, and submittal requirements may be found in the City of Conroe [Code of Ordinances](#), the City of Conroe [Design Manual](#) and the City of Conroe Standard Specifications.



City engineering staff reviews site plans for conformity with local requirements and acceptable engineering practices. The Engineer of Record is ultimately responsible for ensuring that the design meets all local requirements, acceptable engineering practices and any applicable federal, state or county requirements, as each agency may have partial jurisdiction over the development.

Site Plans

The [Site Plan Application](#), including complete civil engineering plans, landscaping, screening/buffering, all supporting documents and fees must be submitted to the Central Receiving Office (CRO), located on the first floor of City Hall, 300 West Davis, Conroe, Texas, 77301. Each site plan application provides a complete list of submittal requirements, however not all requirements listed are applicable to every project. Depending on the nature of the project, additional plans or documents may be required in order to adequately review the submittal. Additional requirements may include a Traffic Impact Analysis (TIA), a drainage report, a photometric study and/or permits required by federal, state, county or other agencies. Site plans may be submitted at any time, and the review will take approximately 10-15 working days.

The commercial plan review fee is due at the time of submittal and can be calculated using the [Plan Review Calculator](#) on the City website. A progressive plan review fee is established after a third plan review submittal. The site plan review takes approximately 10-15 working days.

Site plan review for property in the city limits

Site plans for land development within the city limits which includes only privately maintained improvements must be reviewed by the Engineering Division. For this type of site plan, a building permit may be obtained upon approval of the site plans.

Site plans for land development of property within the city limits which include the construction of publicly maintained improvements must comply with the City's subdivision regulations and the construction of the improvements must be bonded according to the City subdivision ordinance. In addition to the review of the publicly maintained improvements, site plan review of the privately maintained improvements are also conducted by the Engineering Division. Site plans of property regulated by the City subdivision ordinance may not be submitted for City staff review until a preliminary plat or subdivision by metes and bounds is conditionally

approved by the Planning Commission, or a Minor plat is certified by the Director. A building permit for this type of site plan may not be obtained until the development complies with the City's subdivision regulations and the site plans have been approved.

Site plan review for property in the Joint Planning Area

For development within the Joint Planning Area, the initial site plan review(s) of sanitary sewer collection systems, water distribution systems, sidewalks and streetlights will be conducted by the Engineering Division. After City Engineering Division has approved the site plans, the City approved plans must be submitted to the office of the Montgomery County Engineer for approval. According to the inter-local agreement, the County Engineer will review the roadway design, its associated storm water conveyance and detention. Detention in the Joint Planning Area shall comply with Montgomery County requirements. The City does not issue any type of building permit for land development within the Joint Planning Area.

The City Engineer or Assistant City Engineer is available to answer questions on development plans by phone at 936-522-3100 or engineering@cityofcornoe.org.

6.0 Permitting

Development Permits

A development permit allows a developer to commence site construction work before obtaining a building permit. Even though the City performs site plan reviews for projects located within the city limits and the Joint Planning Area, Development Permits are only issued for projects within the city limits. After compliance with the subdivision ordinance has been achieved and site plans have been approved, a Development Permit may be issued.

Pre-construction meetings are required for all projects involving publicly maintained improvements. Although not required, a pre-construction meeting is also recommended for projects involving only privately maintained improvements. All pre-construction meetings are coordinated through the Engineering Inspector, at (936) 522-3100.



Building Permits

Building permitting and inspections are the processes through which the City ensures compliance with all codes and ordinances relative to the construction of buildings and building sites. Building permits are classified as either commercial or residential.

Commercial Building Permits

An applicant may submit a commercial building permit application any time after the site plans have been approved by the Engineering Division. The applicant shall submit the approved site plan set, along with a completed [Commercial Building Permit Application](#), required documents and building plans (floor plans, building elevations, structural, foundation and electrical plans) to the Permit Department. A list of submittal requirements and permit fees may be found on the Commercial Building Permit Application. When the permit application and plan sets are submitted, one set of plans will be routed to the Fire Marshal's office for a concurrent review. Within approximately 10 business days, the applicant will receive either the City's written comments, notification of any additional requirements needed, or notification that the application has been approved and a permit is ready to be issued.

Residential Building Permits

An applicant may submit a permit application for a residential permit at any time, provided his property complies with the City's subdivision ordinance. The applicant shall submit a completed [Residential Building Permit Application](#) and building plans (floor plans, building elevations, framing, foundation and electrical) to the Permit Department. A list of submittal requirements and permit fees may be found on the Residential Building Permit Application. Within 10 business days after the permit application and plan sets are submitted, the applicant will receive either the City's written comments, notification of any additional requirements or notification that the application has been approved and a permit is ready to be issued. The Building Official is available to answer questions on permitting at 936-522-3110 or comdev@cityofconroe.org.

7.0 Inspections

Within the city limits, all site work construction and building construction requires inspection by City engineering and/or building inspectors. However, in the Joint Planning Area, only site work construction requires inspection by City engineering inspectors. Building construction in the Joint Planning Area is not inspected by City building inspectors.

Development Inspections

The construction of publicly maintained improvements is governed by the subdivision ordinance. Accordingly, every subdivision requires an initial and final certification. After the Engineering Inspector is satisfied that all of the publicly and privately maintained improvements have been installed according to the approved site plans and the developer has provided a one-year maintenance bond, initial certification is issued.



At the end of the one-year maintenance period and if the improvements are defect free, final certification will be issued. At that time, the maintenance bond will be released to the developer and the City will assume ownership and maintenance of the publicly maintained improvements.

The privately maintained improvements for developments which comply with the subdivision ordinance will be inspected and approved during construction. After approval, compliance will be noted in the Certificate of Occupancy.

Contractors must notify the Engineering Inspector at (936) 522-3100, at least 24 hours prior to starting site work construction.

Building Inspections / Certificate of Occupancy

After the Building Permit is issued, the applicant may begin construction. All work must be inspected before it is concealed. Please refer to the [Required Inspections Form](#) for a general guideline of the types of inspections that must be performed. All requests for building inspections shall be made a minimum of 24 hours in advance of the scheduled inspection, but before 4:00 p.m., by calling the inspection line at (936) 522-3121.

All structures must have a Certificate of Occupancy (CO) before the structure may be occupied or utilized. When construction on the building is complete, and has passed all final inspections, the contractor shall request a CO inspection by calling the inspection line. For commercial permits, the Engineering Inspector and Building Inspector will be notified when the CO inspection is requested. Applicants shall also directly contact the Fire Marshal's office at (936) 522-3080 to schedule their CO inspection. If the project is in compliance, a CO will be issued.

The City of Conroe is committed to exceptional customer service and we are available to assist and answer questions throughout the development process.