



Engineering  
700 Metcalf St  
Conroe, TX 77301  
(936) 522-3100

## APPLICATION FOR A COMMERCIAL DEVELOPMENT PLAN PERMIT

(includes apartments, retail, warehouse, multi-family with three or more units per building, office, industrial, restaurants, theater, etc.)

1. PROJECT NAME: \_\_\_\_\_  
**(If property has been recently platted, project name must match the plat name)**
2. NAME OF OWNER: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_
3. NAME OF ENGINEERING FIRM: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_
4. NAME OF URBAN FOREST PROFESSIONAL/  
LANDSCAPE ARCHITECT: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_
5. PROPERTY ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State TX Zip \_\_\_\_\_

**ADDRESS APPLICANT MUST OBTAIN ADDRESS NUMBER DESIGNATION FROM MC911 AND RETURN A CERTIFIED COPY OF THE 911 ADDRESS REQUEST INFORMATION FORM TO ACCOMPANY THIS APPLICATION. (§ ORDINANCE NO. 1800-07)**

If located in a subdivision: \_\_\_\_\_  
Subdivision Name Section No. Block No Lot No.

### INFORMATION REGARDING RELATED PERMIT APPLICATIONS (if applicable)

6. Name of Preliminary Plat and date of approval by planning commission: \_\_\_\_\_
7. Approved Floodplain Development Permit Number: \_\_\_\_\_  
Required when developing a property of which any portion is shown within the special flood hazard area (SFHA)
8. Pre-Development Meeting Name & Date: \_\_\_\_\_

### PLAN COMPLIANCE STATEMENT:

I certify that the Commercial Development Plans known as: \_\_\_\_\_

including all associated reports and calculations have been prepared by me or under my direct supervision and are in compliance with all City of Conroe regulations, ordinances, design manual, and standard details and specifications in effect at the time of submission (excepting those specifically discussed in a letter attached to this application requesting specific variances. I also certify they comply with all requirements for approval of this permit, and all other applicable local, state, and federal requirements. The proposed development will have no negative effect on the water surface elevation or to any adjacent or downstream properties.

I (we) understand and voluntarily agree that any engineering drawings, designs, and/or works submitted to the City of Conroe in connection with this application will be deemed to be public information subject to release in accordance with the Texas public information act. If the firm or engineer seek to withhold the release of copies of the submitted documents, that desire must be specifically written and furnished along with this application to the City of Conroe.

\_\_\_\_\_  
Engineer's name, date, and registration number

## ADMINISTRATIVE COMPLETENESS CHECKLIST FOR INITIAL SUBMITTAL

\_\_\_\_\_ **Documentation platting requirements are met:** Submit either a copy of the certificate of compliance for property (a certificate of compliance is only valid for 1 year, after a year please submit a new request for a certificate of compliance) OR the conditionally approved Planning Commission memorandum or minutes for the preliminary plat. **Proof of platting is required. If neither can be provided, DO NOT submit. If you submit without providing documentation, the submittal will be administratively rejected.**

**NOTE:** if an Amending, Minor, or Fast-Track Replat is currently under review and not approved, the plat must be approved and recorded prior to submission of the Development Permit.

\_\_\_\_\_ **MC911 Addressing:** addressing verification must be provided from MC911. Provide either an email from MC911 or an address map that is stamped and signed from MC911. To request or verify an address, visit <https://www.mc911.org/>.

\_\_\_\_\_ **Completed permit application form with signed compliance statement** from the registered professional engineer in responsible charge of the project. (see statement in previous page)

\_\_\_\_\_ **Pre-Development meeting certification or pre-development meeting waiver** dated within one (1) year of submittal. *(Required)*

\_\_\_\_\_ **Itemized engineer's opinion of probable cost** for all improvements, signed and sealed by the registered professional engineer (buildings **NOT** included). *Design Manual I 1.05A.2 (hereafter referenced as DM)* This will be used to determine the review fee and to prepare and any required Subdivision Development Agreement and Financial Guarantee. During construction, draws requested on the financial guarantee must exactly match the itemization, quantity, and prices listed in the approved estimate. To calculate plan review fees, use the plan review calculator located on the City of Conroe Engineering Department webpage.

\_\_\_\_\_ **One electronic and three (3) stapled paper sets** of the engineering plans *DM I 1.05A.2*

\_\_\_\_\_ **One electronic copy and one hard copy of all documents and reports.**

\_\_\_\_\_ **An unexpired permit bond** (released after the one-year maintenance period), made payable to the City of Conroe, in the amount of the lesser of \$3.50 per square foot of the required canopy or \$50,000.

\_\_\_\_\_ **Non-refundable clearing/tree preservation permit fee as outlined in Appendix A of the Conroe Code of Ordinances.**

\_\_\_\_\_ **Affidavit from the Urban Forest Professional of record** (Page 8 of this application).

\_\_\_\_\_ **Plan sheet requirements** (including the cover sheet):

- a. Sealed and dated by the licensed **PE** in responsible charge. *Ord 94-182(c)*
- b. **Engineering company's** address and the TBPE firm number *TBPE 1001.402 and 137.33(a)&(b)*
- c. **North arrow** on every plan view. *DM II 1.02.I*
- d. **Standard engineering scale** (except sheet with standard details or text only). *DM II 1.02.J*
- e. Project title should be the same throughout the plans.
- f. All items labelled clearly and legibly.
- g. Use standard engineering terminology, consistent symbols, line weights, and line types clearly differentiating proposed and existing utilities
- h. **Sheet size 24"x36"** *DM II 1.02B*
- i. **No reference to interim review or "not for interim, permitting or construction".**
- j. **Blank 3"x4" City review stamp** at lower right-hand corner of each sheet.

\_\_\_\_\_ **Plan cover sheet** with unique project name, clearly identifying the project and its location or address. Must also include Vicinity map with major streets labelled to reasonably show location. *DM II 1.02.A.1*

\_\_\_\_\_ **Overall paving and utility layout drawings** indexing specific plan/profile sheets. *DM II 1.02 F & G*

\_\_\_\_\_ **Letter addressing all variances**, signed by professional engineer in responsible charge of the project. Discuss each **request for variance** from City standards and identify all places variance is implemented in the plans OR state that no variance from any City standard is requested. If a variance has already been approved by

City Council or other City staff, provide documentation of this approval. *DM VI 1.04 A.1 for water, DM VII 1.04.1 for sewer* Variances requested may include, but are not limited to:

- a. Request for use of TCEQ min sewer slopes in lieu of City minimum sewer slopes
- b. Easement, ROW, street width, or lot sizes reduced from City requirements.

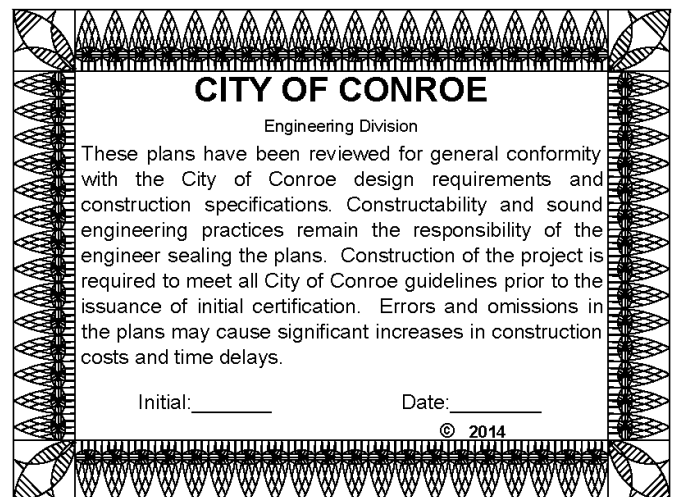
\_\_\_\_ **Floodplain issues addressed.** If no portion of property is in FEMA special flood hazard area, provide portion of a current effective flood insurance rate map with location of subject property shown. Otherwise, provide number and date of approval of floodplain development permit. *Ord 78.37,38 & 94.22*

\_\_\_\_ **Water and sewer availability addressed.** Provide a copy of the water & sewer availability letter (request form is located on our website <https://www.cityofconroe.org/departments/public-works-home-page/engineering>), a MUD confirming water and sewer availability for demands application OR information regarding a binding agreement with the City of Conroe for construction of necessary infrastructure. *Ord 94-222* Provide sewer capacity analysis, water pressure information from hydrant flow testing, and/or water distribution analysis as appropriate to verify compliance with TCEQ requirements.

\_\_\_\_ **Any other items requested in pre-development meeting.**

\_\_\_\_ **For redevelopment provide an electronic copy of appropriate plan or studies.**

The following stamp must be visible **in the lower right-hand corner of each sheet** of the engineering plans. This [CAD & tiff Approval Stamp](#) may be downloaded from the City of Conroe website. Adjust total size to 3" X 4".



**THE FOLLOWING TECHNICAL STANDARDS AND SPECIFICATIONS HAVE BEEN APPROVED AND ADOPTED BY THE CITY AND MUST BE CONSIDERED MINIMUM ENGINEERING DESIGN REQUIREMENTS:**

"City of Conroe Design Manual for Sanitary Sewers, Water Mains, Storm Drainage and Street Paving" per 94 -181 (b)(1)

"City of Conroe Standard Specifications for Construction of Water and Sanitary Sewer" per 94 -181 (b)(2)

"City of Conroe Standard Specifications for Construction of Streets and Drainage" per 94 -181 (b)(3)

The City is also required to enforce other minimum technical standards, including but not limited to the rules administered by the TCEQ such as Chapter 217 for water and 290 for sewer, ADA and TAS accessibility rules, and floodplain regulations in Title 44 of the CFR.

## COMMERCIAL DEVELOPMENT – ENGINEERING PLANS CHECKLIST

This list of items generally necessary for complete Commercial Engineering Plans is provided as a tool to assist the engineer in preparing a submittal with all pertinent items. *Ord 94-181 incorporates by reference the design manual and City standard specifications.*

### ALL SHEETS and GENERAL LAYOUT, in addition to requirements for administrative completeness

1. **Show and label all pertinent items**, including the boundary, blocks, lots, rights-of-way (with street names), reserves, easements, building lines, floodplain and floodway in and adjacent to the development. *DM I 2.01.B & C*
2. Provide a benchmark description, including datum information. *Ord 94-185(b)*
3. Easements required for construction must be approved and accepted prior to issuance of a Development permit. *DM I 2.03B.1*
4. Include a **flood plain note** referencing the applicable FEMA-FIRM Panel No., specifying whether it shows development to be in or out of the 100-year floodplain. *Ord 78.37* Projects in flood prone areas must be tied to the datum used on the latest revision of FEMA FIRM maps. *DM VII 1.04.A.9* Reminder: If any portion of project is in or potentially affected by the 100-year floodplain, a floodplain development permit application is required.
5. Provide details for any special structures not included in City standards. Any details/specifications that are included must not contradict standard City notes, details, and specifications. *DM II.1.02 E*
6. Screening must be provided when adjacent to an existing residential area or homestead. *Ord 14-35(d)* Screening must be in the form of a 6' high opaque fence or an equivalent combination of trees and shrubs.
7. **Proposed signs** must be located behind any and all property lines and easements. *Ord 90-6(a)* Off premises signs are prohibited. *Ord 90-11*
8. No construction of buildings or structures is allowed over or across any easement. *Ord 14-40* Proposed paving over easement may be allowed with specific City approval and an encroachment agreement.
9. Any existing or proposed infrastructure not intended to be owned or maintained by the City of Conroe must have ownership designated as **PRIVATE**. For example: Public – City, Public – MUD, or Private
10. An approved **MS4 permit** is required before starting construction of any project proposing disturbance of 1 acre or more (including those part of a larger project disturbing 1 acre or more). Development permits can be conditionally approved subject to MS4 permit approval. *Ord 94-184 and 26-198*
11. Show and label street lights, street signs, and regulatory signs. Public street lights are required at all intersections and culs-de-sac, and alternating from side to side of all streets at maximum 300' intervals throughout, except where intersections are within 500', no light is required between those intersections. *Ord 94-297 for signs and traffic control devices and markings, Ord 94-299 for lighting*
12. Provide a **Traffic Control Plan** as needed for construction in accordance with the Texas Manual on Uniform Traffic Control Devices. *Ord 58-325(c)*
13. For proposed retaining wall(s) adjacent to public road or for which potential failure may endanger public safety, provide calculations sealed by a professional engineer showing no sliding or rotation and showing a factor of safety of at least 2. *TBPE rules 1001.004(a)(1)* Plans must include dimensions and construction details.
14. Information regarding design assumptions and calculations for all proposed infrastructure must be summarized on the plans (not just provided in separate reports). *Per DM I 2.02A*
15. Obtain required signatures from other governmental agencies and private utility companies prior to requesting final approval from the City. *DM I 2.02B.4* This includes but is not limited to Army Corps of Engineers jurisdictional and wetland permits; TX Dot drainage, driveway, UIR or other permits; letter of no objection for encroachment in easements; TDLR registration information for accessibility review; TCEQ approval of water and wastewater infrastructure.
16. Existing and proposed edge of pavement along the street(s) on which the lot or tract fronts. Also, provide elevations for existing pavement and curbing. Existing storm sewer inlets, piping, and roadside ditches along the street(s) on which the

lot fronts, and also information regarding any other drainage channels or piping which will be impacted by the proposed development. Provide both location and flow line information.

17. Show and label existing right of way along the street(s) on which the lot or tract fronts.
18. Indicate existing street pavement material.
19. Provide 5' sidewalks or 8' trails as required by the City.
20. A Traffic Impact Analysis is required if ultimate build-out is more than 300 apartments or if heavy use as determined by the City of Conroe Engineering Department.

#### **PARKING LOTS (SEE OFF-STREET PARKING AND LOADING ORDINANCE, CHAPTER 86) (INCLUDING DRIVEWAYS)**

1. Limits of existing and proposed parking lots and curbing clearly shown. All parking and maneuvering area must be off-street. No curbs are allowed on driveways in right-of-way of uncurbed streets.
2. Existing and proposed elevations clearly indicating drainage flow paths.
3. Existing and proposed parking lot pavement material indicated. Proposed parking lots must be asphalt or concrete.
4. Total number of parking spaces required per ordinance and total number of spaces provided.
5. Building floor plan and use of building.
6. Dimension of parking spaces (20'x9' minimum, 18'x9' with overhang by approved variance).
7. Driveways must meet City of Conroe width, spacing, and design requirements. (25' MIN – 45' MAX)
8. Dumpster locations with screening and access route shown.
9. Fire lanes must be marked.

#### **WATER AND SEWER LAYOUT**

1. City has authority and the responsibility to prevent discharge into the sewer system of anything liable to injure sewers, obstruct flow, or interfere with operation of WWTP. This can imply pretreatment requirements, the required installation of a sampling well, etc. *Ord 70-92 and Ord Chapter 70 Article IV in ordinances*
2. Show all existing and proposed water and sanitary sewer lines, including service leads and lines, manholes, cleanouts, meters, back flow preventers, valves, fire hydrants, blow offs, and all other appurtenances within the right-of-way and easements (labelled as PUBLIC), and within the subject property (labelled as PRIVATE).
3. PUBLIC infrastructure must be in easements or right of way. Show and label all **easements**. All utilities must be at least 5' inside the right-of-way or public easement boundary, unless more stringent requirements apply. Easement widths must be as outlined in the Ordinance and Design Manual. Easement recordation information must be provided for required easements not on subject property.
4. Show and label all line sizes, materials, and appurtenances. Both sanitary and storm sewer manholes must be numbered. Water will generally be schedule 40 PVC for PRIVATE and C900 DR 18 PVC for PUBLIC. The sanitary sewer will generally be SDR 26 PVC.
5. Private fire hydrants must have a covenant for maintenance provided by the property owner. Fire hydrants must be painted red as per the Fire Department. If a site has more than one fire hydrant proposed, a second connection to the public system is required.
6. Include a prominent note in the plans at all connections to existing City water and sewer system stating, "Contractor must coordinate with City of Conroe for any taps to the City sanitary sewer or water distribution systems."



7. Information from hydrant flow test(s) near proposed point of connection and any other information needed to confirm water pressure and volume are adequate for the fire protection and peak demands for the proposed development. *TCEQ Chap 290.39(e)(1)(D and H)*
8. Flowlines of all sanitary sewer lines, existing and proposed, at manholes and cleanouts. Show that soffits, not flowlines, are matched, where pipe size changes, and that an adequate slope is provided (minimum 1% for service lines).
9. Include design criteria for existing and proposed lift stations, where applicable.
10. Commercial development plan applications requiring public water, sanitary sewer extensions, public streets, and/or storm drain must include detailed engineering plans for those extensions. such plans must comply with all applicable requirements of the subdivision ordinance, chapter 94. see the residential development plan permit checklist and information.

## **ON-SITE DRAINAGE**

1. Pre and post drainage area maps showing onsite and offsite drainage areas with supporting contour lines.
2. Existing and proposed elevations (2 ft. existing contours plus existing and proposed spot elevations along the boundary and at all swales, ditches, pavement corners, grade changes, and pavement tie-in locations) on entire site. Provide sufficient spot elevations to show that no offsite drainage is blocked or altered, that grading does not exceed a 3:1 slope, that the site drains properly, and that existing elevations along the boundary are maintained.
3. Provide drainage arrows indicating proposed drainage flow direction.
4. Existing and proposed drainage inlets, culverts and storm sewer piping.
5. Proposed and existing drainage inlets labeled with sizes, top of grate elevations, flowline elevations of proposed and existing piping and the type of pipe material. Design must ensure 100-year flow all conveys to the detention pond.
6. Drainage calculations for the proposed storm sewer, swales, ditches, and other drainage facilities. Calculations must be performed in accordance with the TXDOT Hydraulic Manual and must include hydraulic gradeline calculations.
7. All buildings finished floor elevations must be at least 1' above the adjacent 100-year water surface elevations.

## **STORM WATER DETENTION**

1. Show and label all **existing (pre-project) drainage areas** including offsite drainage areas affecting this subdivision (supported by complete contours) *DM VIII 2.01B*, as well as drainage area acreages and flows *DM VIII.05A1*. Show and label complete proposed contours tying back into existing contours within the subject property boundary. Proposed development may not block flow of water, or cause flooding to adjacent property. *Ord 14-35(c)*
2. Detention is required for development activities on any tract greater than or equal to one acre. Development may not be discharged at a more rapid rate or different location than pre-development discharge for 5, 25- and 100-year storms *Ord 14-35(e) and 94-365(c)*
3. Specify the design water surface elevation and provide **1' of freeboard** above it, an emergency **spillway** at the **design WSEL** (concrete if on fill), maximum **3:1 side slopes**, minimum **0.5 percent slope** on the bottom of the pond (0.1 percent allowed if a concrete pilot channel is provided), and minimum **5' wide top-of-berm**. *DM VIII.1.04E7 to 9*
4. **Headwalls** are required on all detention inflow and outflow pipes.
5. **Detention ponds** must be dedicated to the property owners for maintenance, with provisions for the city to access, maintain, and impose liens if needed. If a detention pond is not adjacent to a R.O.W., provide 15' wide access easements as needed. *Ord 94-366 and 367(d)*
6. Provide an **outfall structure** designed to limit discharge to pre-development rates. Outfall pipes must be at least 18" in diameter, restricted as necessary (8" min.). Discharge must be directed at least 30 degrees into the direction of flow of the receiving channel and must outfall 1' above normal water surface elevation or 1' above the bottom of a normally dry

channel, as applicable.

7. All discharge from detention ponds must be into a **drainage easement** or R.O.W. Maintenance of discharge drainage easements must be the property owner's responsibility. *This easement must allow City access and allow, but not obligate, City maintenance of the easement with the cost assessed to the property owner.*
8. Provide complete calculations for all **detention ponds**. Include an exhibit showing the path through each drainage area used to determine time of concentration. *DM VIII 1.05 A8 to 13*
9. Provide an emergency outfall with calculations supporting its size.
10. Include a **stage/storage/discharge curves** for each detention pond in the plans. *DM VIII 1.04E.3&4*
11. For drainage areas over 15 acres, use the **SCS Unit Hydrograph Method** and **Modified Puls Routing Method**. For drainage areas 15 acres or less, the appropriate coefficient can be multiplied by the development area to determine required detention storage instead. *Ord 94-365*

**LANDSCAPING SEE VEGETATION ORDINANCE CHAPTER 102, NOTE ALL PROJECTS REQUIRE AN APPROVED CLEARING PERMIT TO VERIFY COMPLIANCE WITH THE VEGETATION ORDINANCE**

1. General Site Plan in engineering plans must show existing and proposed trees and shrubs.
2. Dumpsters within 50' of public road must be screened from view.
3. Clearing plans (digital PDF). Clearing plans must include the following:
  - a. Tree analysis/Inventory with calculations showing ordinance compliance.
  - b. Complete site plan showing structure placement and setbacks.
  - c. A site survey showing limits of the proposed clearing, with specific site details including all easements, Right- of-Way's, and any applicable tree preservation zones.
  - d. Flood plain information/limits if present.
  - e. A copy of the latest development site plan submitted to the Engineering Department. If available, include any review comments along with the site plan.
  - f. A copy of the most recently approved plat submitted to the Engineering Department, if applicable.
  - g. An unexpired permit bond (released after the one-year maintenance period), made payable to the City of Conroe, in the amount of the lesser of \$3.50 per square foot of the required canopy or \$50,000.
  - h. Non-refundable permit fee as outlined in Appendix A of the Conroe Code of Ordinances.
  - i. Affidavit from the Urban Forest Professional of record (Page 8 of this application).

**AFFIDAVIT**

**FROM THE URBAN FOREST PROFESSIONAL OF RECORD**

STATE OF TEXAS §  
COUNTY OF MONTGOMERY §

\_\_\_\_\_ (Affiant) personally appeared before me and took an oath that the following is true and correct.

I am professionally responsible for the Tree Analysis of this site and understand that the Project and the City are relying on my expertise. I understand that part of my responsibility is to assist the project to fully understand and implement the Tree Ordinance Plan I have submitted for this site. Upon completion, I will make a final inspection of the project to ensure Tree Ordinance compliance. I further understand that the City will inspect the site and that it must be compliant with the Ordinance and/or consistent with the Plan that I submitted, and no Certificate of Occupancy will be issued until compliance is verified.

“After my complete analysis of the above project and site, I have provided true and correct information on my application and submittal documents pertaining to the Tree Ordinance Requirements by the City of Conroe. I understand that I am responsible for my analysis and calculations, and for the compliance of this project with the Ordinance.”

\_\_\_\_\_  
Signature of Certifying Professional, Affiant

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of 20\_\_\_\_, by \_\_\_\_\_.  
(Affiant)

\_\_\_\_\_ Personally Known  
\_\_\_\_\_ Produced Identification

ID Type: \_\_\_\_\_

ID Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

Notary Seal

Notary Public, State of Texas