



CITY OF CONROE

LAND STUDY

The following documents are provided as required by the City of Conroe for use in the above titled platting submittals:

- *Land Study Application (2-pages)*
- *Land Study Administrative Checklist (1-page)*
- *Land Study Checklist (1-page)*

In addition, refer to City of Conroe Standard Legal documents and Standard Easement forms as required for use in various platting and plan review submittals.

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APPLICATION FOR APPROVAL OF SUBDIVISION LAND STUDY

SUBMITTALS MUST BE RECEIVED BY 4:00 PM, ACCORDING TO THE PUBLISHED PLANNING COMMISSION SUBMITTAL AND MEETING SCHEDULE TO BE ACCEPTED FOR REVIEW AND PLACEMENT ON THE AGENDA. INCOMPLETE SUBMITTALS SHALL BE REJECTED AND RETURNED WITHOUT REVIEW.

A. GENERAL INFORMATION (THIS SECTION MUST BE FULLY COMPLETED)

Name of Proposed Subdivision: _____

NAME AND CONTACT INFORMATION FOR ALL OWNERS INVOLVED (REQUIRED):

- 1. Business and Owner Name _____ Mailing Address _____ Telephone No. _____ Email: _____
2. Company and R.P.L.S. Name _____ Mailing Address _____ Telephone No. _____ Email: _____
3. Company and Licensed P.E. Name _____ Mailing Address _____ Telephone No. _____ Email: _____

B. SUBDIVISION SPECIFICATIONS

- 1. General Location: City Limits _____ ETJ (Annexation Pending) _____
2. Survey Name _____ Abstract No. _____
3. Total Acreage _____ No. of Lots _____ No. of Blocks _____
4. Total Acreage in Reserves _____ No. of Reserves _____
5. Type of Subdivision: Unit Development Residential _____ Single Family Residential _____ Industrial _____ Multi-Family Residential _____ Commercial _____ Other _____ Explain _____

C. IMPROVEMENTS

- 1. Streets: Curb and Gutter _____ Asphalt _____ Concrete _____
2. General Drainage: Storm Sewer _____ Open Ditch _____
3. Sanitary Facilities: City of Conroe System _____ Septic System _____ Private Utility Company _____ M U D _____
4. Water Supply: City of Conroe System _____ Individual Wells _____ Private Utility Company _____ M U D _____

D. SCHEDULE OF FEES: Make check payable to the City of Conroe in the proper amount.

Application for a subdivision plat: \$700.00 plus \$11.00 per lot, plus \$30.00 per acre for reserves.

Amount of submittal fee: _____

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E. Are **VARIANCES** requested? ()Yes ()No

If yes, please attach your request by separate letter stating the variances requested, the City's present standards, and what specific, unique conditions exist that make the City's standards less applicable than what you propose. (Note that any deviations from the ordinance will require a variance to be granted by the Planning Commission.)

F. **CERTIFICATION**

This is to certify that to the best of my knowledge, the information concerning the proposed subdivision is true and correct, that I am the actual owner or authorized agent for the owner of the above described property, and that I have complied with all of the City of Conroe Ordinance Requirements for submitting a preliminary plat or replat for approval.

Signature of Owner and/or Agent

Date

FOR ENGINEERING DEPARTMENT USE ONLY

DATE OF PLANNING COMMISSION MEETING: _____

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ADMINISTRATIVE CHECKLIST

LAND STUDY

NOTE: THE PLANNING COMMISSION MEETS THE 1ST AND 3RD THURSDAY OF EACH MONTH. CALL (936) 522-3100 TO CONFIRM THE MEETING TIME.

DO NOT SUBMIT A PRELIMINARY PLAT OR LAND STUDY THAT DOES NOT COMPLY WITH CITY ORDINANCE (WITH THE EXCEPTION OF VARIANCES REQUESTED). IF THE LAND STUDY AND PRELIMINARY PLAT ARE REJECTED BY THE PLANNING COMMISSION, ALL ITEMS ON THIS LIST WILL BE REQUIRED AGAIN FOR THE NEW SUBMITTAL.

Subdivision Name: _____

Planning Commission Meeting of: _____

NOTE: ALL BLANKS IN THE "O.R." COLUMN SHALL BE FILLED IN BY THE OWNER'S REPRESENTATIVE (O.R.) WITH EITHER A CHECKMARK FOR "COMPLETED", OR N/A FOR "NOT APPLICABLE".

	<u>CITY</u>	<u>O.R.</u>
1. Application for a Land Study Approval	_____	_____
2. Land Study Checklist	_____	_____
3. Written request for variances	_____	_____
4. Letter of Engineer's Authorization to represent Owner in the platting process. (signed by owner/developer) A faxed copy is acceptable	_____	_____
5. Check payable to the City of Conroe in the amount of \$ _____ (See page 1 of 2 of the Application Form)	_____	_____
6. Five (5) copies of the Land Study. (LAND STUDIES ROLLED IN SETS, ONE ROLL) (LAND STUDIES ROLLED IN SETS, ONE ROLL, NOT STAPLED)	_____	_____
7. An electronic copy of the plat boundary only (dwg or dxf format) referenced To state plane coordinates	_____	_____

Signature of Developer/Agent

Date

LAND STUDY CHECKLIST

Each application for preliminary plat approval must include a LAND STUDY which covers all contiguous land owned or controlled by the developer. The Land Study must provide for all required improvements, demonstrating that they will satisfy the requirements of the ordinance.

NOTE: ALL BLANKS IN THE “O.R.” COLUMN SHALL BE FILLED IN BY THE OWNER’S REPRESENTATIVE WITH EITHER A CHECKMARK FOR “COMPLETED” OR N/A FOR “NOT APPLICABLE”.

	<u>CITY</u>	<u>O.R.</u>
1. Each land study (maximum sheet size – 24"x36") must be drawn at a scale of one inch to 100 feet or larger, with a minimum text size of 1/10 inch. (94-108(b))	_____	_____
2. Provide topographic contours at two-foot intervals or less, taken from City GIS, quad sheets or surveyed contours. (94-108(b)(1))	_____	_____
3. Any areas located within 100-year floodplain or floodway, as <u>scaled</u> from the official flood insurance rate map applicable to the land must be depicted. (94-108(b)(2))	_____	_____
4. The layout and width of all proposed streets, alleys and easements must be depicted. (94-108(b)(3))	_____	_____
5. A general depiction of the proposed land uses, including open spaces, areas reserved or dedicated to public use, and proposed residential and commercial uses and densities. (94-108(b)(4))	_____	_____
6. The size and location of all existing sanitary sewer mains, water mains, natural or artificial drainage channels, and all underground storm water facilities, pipe, culverts, or other drainage structures must be depicted. (94-108(b)(5))	_____	_____
7. All proposed water, sanitary sewer and storm water drainage pipes or lines, with culverts, bridges, and other appurtenances or structures shown, and including drainage arrows indicating proposed drainage flow direction, must be depicted. (94-108(b)(6))	_____	_____
8. Any proposed storm water detention facilities must be depicted. (94-108(b)(7))	_____	_____
9. Any proposed subdivision sectioning must be depicted. (94-108(b)(8))	_____	_____
10. If a standard City water system is not to be provided, mark the applicable exception:		
The subdivision will have a central water supply system meeting applicable State standards.	_____	_____
The subdivision will be served by individual owner-installed wells meeting applicable State standards.	_____	_____
11. If a standard City sanitary sewer system is not to be provided, mark the item below:		
The subdivision will be equipped with a central sanitary sewer system meeting applicable State standards or with individual septic systems meeting Montgomery County and State standards.	_____	_____

Signature of Developer/Agent

Date