



CITY OF CONROE

MINOR PLAT

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

- *Minor Plat Application (2-pages)*
- *Minor Plat Administrative Checklist (1-page)*
- *Minor Plat Checklist (5-pages)*
- *Certificate of Approval of Minor Plat (1-page)*
- *Maintenance Note (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.

APPLICATION FOR APPROVAL OF MINOR SUBDIVISION PLAT

SCHEDULED SUBMITTAL DATE: _____

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

Name of Proposed Subdivision: _____

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

(Please use a second page if additional space is needed)

1. Business and Owner Name _____
 Mailing Address _____ Telephone No. _____
 Email: _____
2. Business and Owner Name _____
 Mailing Address _____ Telephone No. _____
 Email: _____
3. Company and R.P.L.S. Name _____
 Mailing Address _____ Telephone No. _____
 Email: _____
4. 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. EXISTING 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 \$15.00 per lot, plus \$50.00 per acre for reserves.**

Amount of submittal fee: _____

NEW! Additional Fee Information for plat resubmittals (94-73)

Minor plats, amending plats, plat vacations and platting exceptions that require resubmittal due to insufficient or erroneous information as listed in the comments provided by the director are not charged a fee for two subsequent submissions and reviews. If a fourth submission is necessary the submission must be accompanied by a plat checking fee equal to the associated plat application fee. If a fifth submission is required, a fee equal to twice the associated plat application fee must accompany the submission. If a sixth or subsequent submission is necessary, a fee equal to three times the associated plat application fee must accompany the submission.

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

ADMINISTRATIVE CHECKLIST FOR MINOR PLAT

Subdivision Name/Section Number: _____

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". (THE OTHER COLUMN IS FOR CITY USE.) UNLESS OTHERWISE NOTED, THESE REQUIREMENTS ARE FROM THE SUBDIVISION ORDINANCE, 94-111.

	<u>CITY</u>	<u>O.R.</u>
1. CHECK PAYABLE TO CITY IN THE AMOUNT OF \$ _____ (SEE MINOR PLAT APPLICATION)	_____	_____
2. ORIGINAL TAX CERTIFICATE WITH TAX ASSESSOR'S SEAL INDICATING THAT ALL REAL PROPERTY TAXES WHICH ARE DUE UPON THE LAND TO BE SUBDIVIDED HAVE BEEN PAID	_____	_____
3. THE WRITTEN CERTIFICATION OF AN ATTORNEY OR TITLE GUARANTY COMPANY, NOT OLDER THAN 30 DAYS, ATTESTING TO THE NAME OF EACH PERSON OR OTHER LEGAL ENTITY APPEARING IN THE REAL PROPERTY RECORDS OF THE COUNTY AS A CURRENT OWNER OR AS THE HOLDER OF A LIEN INTEREST IN THE REAL PROPERTY TO BE SUBDIVIDED, TOGETHER WITH THE RECORDING INFORMATION IDENTIFYING THE INSTURMENT ESTABLISHING SUCH INTEREST	_____	_____
4. MAINTENANCE ENTITY – COVENANTS, (ON THE PLAT OR BY SEPARATE DOCUMENT) PROVIDING FOR MAINTENANCE OF REQUIRED IMPROVEMENTS TO BE PRIVATELY MAINTAINED (SIGNED ORIGINAL, WITH FUNDS FOR RECORDATION, IF SEPARATE DOCUMENT)	_____	_____
5. A CHECK MADE PAYABLE TO THE COUNTY CLERK IN THE AMOUNT OF \$ _____ (\$30.00 PER PLAT PAGE, PLUS \$11.00 PER PLAT, PLUS \$10.00 RECORD ARCHIVE FEE) ANY ADDITIONAL DOCUMENTS TO BE RECORDED WITH PLAT (\$16.00 FOR THE 1 ST PAGE, PLUS \$4.00 FOR EACH SUBSEQUENT PAGE, PLUS \$10.00 RECORD ARCHIVE FEE)	_____	_____
6. WRITTEN EASEMENTS, APPROVED AND RECORDED, SECURING ALL NECESSARY OFF-SITE DRAINAGE, UTILITY, ACCESS OR OTHER EASEMENTS ACROSS PROPERTY OUTSIDE THE PLAT BOUNDARY	_____	_____
7. FOUR (4) COPIES OF A LAND STUDY DRAWING (SEE ADDITIONAL REQUIREMENTS LIST) (EXHIBITS ROLLED, ONE ROLL, NOT STAPLED)	_____	_____
8. FOUR (4) COPIES OF MINOR PLAT (PLATS ROLLED IN SETS, BY NUMERICAL SHEET ORDER, ONE ROLL, NOT STAPLED)	_____	_____
9. ONE EXECUTED MYLAR ORIGINAL OF THE PROPOSED MINOR PLAT	_____	_____
10. COMPLETED APPLICATION FOR APPROVAL OF MINOR SUBDIVISION PLAT	_____	_____
11. LETTER OF AUTHORIZATION TO REPRESENT OWNER IN THE PLATTING PROCESS (SIGNED BY OWNER/DEVELOPER)	_____	_____
12. COMPLETED MINOR PLAT CHECKLIST (94-116)	_____	_____
13. WRITTEN REQUEST FOR VARIANCES (IF NEEDED)	_____	_____
14. ELECTRONIC COPY OF COMPLETE PLAT (.dwg) PROVIDED (94-121(b(1)))	_____	_____
15. ELECTRONIC COPY OF CLOSED BOUNDARY ONLY (DWG / DXF FORMAT) REFERENCED TO STATE PLANE COORDINATES	_____	_____
16. ONE HARD COPY OF MONTGOMERY COUNTY 911-ADDRESSSED FINAL PLAT	_____	_____

Signature of Developer/Agent

Date

MINOR PLAT CHECKLIST

SUBDIVISION NAME/SECTION NUMBER: _____

NOTE: TO QUALIFY FOR THE MINOR PLAT PROCESS, THE SUBDIVISION MAY NOT INCLUDE MORE THAN 4 PARCELS FRONTING ON AN EXISTING STREET OR REQUIRE THE CREATION OF ANY NEW STREET OR THE EXTENSION OF MUNICIPAL UTILITIES.

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". (THE OTHER COLUMN IS FOR CITY USE.)

SURVEYING REQUIREMENTS BEFORE FINAL APPROVAL (94-112)

	<u>CITY</u>	<u>O.R.</u>
<p>1. No final plat may be approved until actually surveyed upon the ground by, or under the supervision of a registered professional land surveyor. The surveyor shall set, or leave as found, sufficient, stable and reasonably permanent monuments to represent or reference the property or boundary corners, angle points, and points of curvature or tangency. All survey monuments (set or found) shall be shown and described with sufficient evidence of the location of such monuments on the plat. Surveys shall comply with item numbers 1 through 7 in 94-112(a).(94-112(a))</p>	_____	_____
<p>2. For each new subdivision, one elevation benchmark shall be set within a dedicated street right-of-way, if possible, but outside of the paved area of roadway, with the location of the benchmark reflected on the plat. The benchmark shall consist of a three-inch brass disk, at natural ground level, atop a column of concrete having a diameter no less than 6-inches buried no less than 3-feet deep. The name and section number, if any, of the subdivision and the elevation shall be stamped on the brass disk. Benchmarks shall be based on North American Vertical Datum of 1988 (NAVD 88) and be referenced to at least (2) published NGS (National Geodetic Survey) monuments. Set benchmark shall be noted as to whether elevation is measured in Geoid '03 or Geoid '09. The existing benchmark used to set the subdivision benchmark shall be noted on the plat, including the elevation and datum. (94-112(b))</p>	_____	_____
<p>3. The requirement to set a new subdivision elevation benchmark is waived if a Texas Department of Transportation elevation benchmark, a City of Conroe elevation benchmark or a previously set elevation benchmark within an existing recorded subdivision is located within 500 feet of the proposed subdivision plat boundary and the stamped elevation of the existing benchmark is referenced to the City's published datum. The location and description, including the elevation and datum of the existing benchmark to be used shall be reflected upon the plat. (94-112(c))</p>	_____	_____

FORM AND CONTENTS OF PLAT (94-116)

	<u>CITY</u>	<u>O.R.</u>
1. Each final plat must be drawn to a scale no smaller than 100 feet to one inch, with a minimum text size of 1/10 th inch, on one or more sheets of 20" x 24" mylar, which is the sheet size acceptable for filing in the map records of the county clerk. (94-116(a))	_____	_____
2. The name of the proposed subdivision. (94-109(b)(1))	_____	_____
3. The proposed section number, if any. (94-109(b)(2))	_____	_____
4. The total acreage within the subdivision, the total number of lots, and the total acreage within all reserves. (94-109(b)(3))	_____	_____
5. The name and address of the owner. (94-109(b)(4))	_____	_____
6. The name and address of the surveyor preparing the plat. (94-109(b)(5))	_____	_____
7. The north arrow and standard engineering scale. (94-109(b)(6))	_____	_____
8. A vicinity map with a north arrow, showing the location of the subdivision in relation to the city limits of Conroe, existing streets, lakes, rivers or other major streams. (94-109(b)(7))	_____	_____
9. The subdivision boundary drawn in a heavy line with all bearings, distances, and all curve information shown. A scaled bearing and distance from a corner of the subject tract to the original survey (patent) of which the newly created tract is a part and stating that the bearing and distance is scaled. If the subject tract is being newly created, at least two corners are to be referenced to two corners of the parent tract with bearing and distance. (94-109(b)(8))	_____	_____
10. All natural or artificial water or drainage courses or facilities, streets, alleys, pipelines, utility or other easements, located within the subdivision and which are apparent on the ground or are evidenced by instruments recorded in the real property records of the County, together with all extensions of such water or drainage courses or facilities, streets, alleys, pipelines, utility or other easements within 200 feet of the boundaries of the land to be subdivided. (94-109(b)(9))	_____	_____
11. For all adjoining lands, a depiction of the boundaries together with a reference to the ownership of the adjoining land and the recorded instruments which define such boundaries, provided, however, that for adjacent subdivided lands it shall be sufficient to refer to the subdivision name and recording information without reflecting the ownership of individual adjacent lots. (94-109(b)(10))	_____	_____
12. The location and boundaries of areas within the subdivision which are located within the 100-year floodplain or floodway, as scaled from the official Flood Insurance Rate Map(s) applicable to the land shall be shown in a heavy solid line with reference to the applicable flood insurance rate map panel number and date. (94-109(b)(11))	_____	_____
13. All proposed blocks and lots, together with their proposed numbering. (94-109(b)(12))	_____	_____

- 14. Complete bearings and dimensions for all front, rear and side lot or block lines.
(Proper use of ditto marks, line tables and curve tables are allowed.)
(94-109(b)(13)) _____ _____

- 15. All front, rear, and side lot building setback lines. (94-109(b)(14)) _____ _____

- 16. All proposed reserves, together with their proposed alphabetical designation,
acreage, and use. (94-109(b)(15)) _____ _____

- 17. All proposed utility, drainage or other easements. (94-109(b)(17)) _____ _____

- 18. All proposed open spaces, parks, and recreational areas. (94-109(b)(18)) _____ _____

- 19. Any required dedications or reservations necessary to conform to the master
plan. (94-109(b)(19)) _____ _____

- 20. Development is located within a 100-year floodplain and does not result in an
increase in the 100-year base flood elevation. (94-224(a)) _____ _____

- 21. For subdivision developments greater than five acres the developer shall provide
base flood elevation data, if such information is not readily available from the
community flood insurance rate map or flood hazard boundary map. The study shall
be an extension of that made by Federal Emergency Management Agency. A
revised HEC II model is submitted showing the effect of the new development on
surface water elevation. (94-224(b)) _____ _____

- 22. A proposed residential subdivision lot which is to be located wholly within the
100-year floodplain must contain a minimum area of the one-half acre. A proposed
residential subdivision lot which is to be located partially within the 100-year
floodplain must contain at least 5,000 feet of area outside the floodplain or must
contain a total minimum area of one-half acre. No lots or spaces of a mobile home
subdivision or park may be located within a 100- year floodplain. (94-224 (c)) _____ _____

- 23. Lot and block design requirements 50' minimum frontage or 50' width at front
building line on radial lots, 100' minimum depth and 5,000 sq. ft. minimum area.
Flag lots are generally prohibited. Other requirements also apply (94-251,252,253) _____ _____

- 24. Urban estate residential subdivisions requirements (94-254) _____ _____

- 25. Unit development requirements (94-255,256) _____ _____

- 26. Building setback restriction requirements. (94-259) _____ _____

- 27. Screening requirements (94-261) _____ _____

- 28. The plat must comply with Chapter 102 of the City of Conroe Vegetation Ordinance. _____ _____

- 29. Streets and right-of-way requirements (94-291-300) _____
- 30. The required owner’s certification and dedication, signed and acknowledged by each owner of property within the subdivision or by some person duly authorized to act as the owner’s agent. (94-116(b)(1)) (Use the standard City of Conroe language) _____
- 31. The required lien holders’ subordination signed and acknowledged by each legal entity holding a lien against any portion of the subdivision property. (94-116(b)(2)) (Use the standard City of Conroe language) (See Sec. 94-118 or “Standard Legal Documents”.) _____
- 32. The required surveyor’s certification. (94-116(b)(3)). (Use standard City of Conroe language.) _____
- 33. The Minor Plat Approval certification. (94-116(b)(4)) (Use standard City of Conroe language.) _____
- 34. The certificate of filing by the county clerk. (94-116(b)(5)) (Use standard County language.) _____
- 35. Sheet size no greater than 20” X 24”. (Required by County Clerk) _____

ADDITIONAL REQUIREMENTS – LAND STUDY

- 1. With each minor plat submittal, provide a separate drawing showing the surveyed locations of all existing utilities on or adjacent to the property. Show and label the distance to the nearest streetlight and fire hydrant. Provide topographic contours at two-foot intervals or less, taken from City GIS, quad sheets or surveyed contours. Show and label the 100-year floodplain/floodway, if applicable. Show and label proposed storm water detention facilities, if required. Label the name and right-of way widths of the existing street(s) adjacent to the proposed subdivision. Show the proposed subdivision building lines and easements. (94-108) _____
- 2. Show and label existing/proposed sidewalks. Sidewalks must be provided along all new collector streets or major thoroughfares. Sidewalks must also be provided where property to be platted abuts upon an existing street designated in the City’s official sidewalk plan. Sidewalks including wheel chairs ramps and curb cuts must be designed and installed in accordance with the City’s approved standards and specifications as well as standards applicable under the Texas Architectural Barriers Removal Act and the Federal Americans With Disabilities Act. Sidewalks are not required in urban estate subdivisions. (94-298(a)(b)(d)) _____
- 3. Show and label existing/proposed fire hydrants. Fire hydrants are required at 300’ intervals adjacent to commercial property and 500’ intervals adjacent to residential property, and must be installed on appropriate existing waterlines. (94-332) _____

4. Within the city, street lights meeting the city's approved standards and specifications must be installed at all street intersections and cul-de-sacs and at 300-foot intervals along the street. (94-299(a))

Signature of Developer/Agent

Date

Certificate of Approval of Minor Plat

On the ____ day of _____, 20____, this plat was approved by the City Engineer of the City of Conroe, Texas. The approval will be automatically revoked if this plat is not filed in the Map Records of Montgomery County, Texas within one year of the date of approval.

“WITNESS the official signatures of the City Engineer and the Secretary of the Planning Commission of the City of Conroe, Texas, this ____ day of _____, 20____.

City Engineer

Secretary

Note: On all Minor Plats, this certificate shall replace the Planning Commission’s certification.

CITY OF CONROE

MAINTENANCE NOTE

*The appropriate note below may be placed on the plat **in lieu of providing separate covenants**. It protects the City's interest regarding the maintenance of required subdivision improvements for private dedication.*

Maintenance Covenant for Residential Subdivisions

Private streets, storm water detention facilities, common areas, streetlights and screening devices, not maintained by governmental entity, shall be maintained by the property owners within the subdivision. The City of Conroe may repair any such private facility if it determines that the condition of the facility would interfere with the provision of any governmental service, or pose a significant threat of injury to person or property outside the subdivision. A repair made by the City shall not obligate the City for future maintenance of the facility. The cost of repairs by the City shall be assessed against the owners of the lots within the subdivision. Such assessments are secured by a continuing Vendor's Lien, in favor of the City, that is hereby established upon each lot. This provision shall be a covenant running with the land, and shall be binding on each person purchasing a lot within the subdivision.

Maintenance Covenant for Commercial Subdivisions

Private streets, storm water detention facilities, common areas, streetlights and screening devices, not maintained by governmental entity, shall be maintained by the subdivision property owner. The City of Conroe may repair any such private facility, if it determines that the condition of the facility would interfere with the provision of any governmental service, or pose a significant threat of injury to person or property outside the subdivision. A repair made by the City shall not obligate the City for future maintenance of the facility. The cost of repairs by the City shall be assessed against the subdivision property owner. Such assessments are secured by a continuing Vendor's Lien, in favor of the City, that is hereby established upon the property and the reserves therein. This provision shall be a covenant running with the land, and shall be binding on subsequent property owners.