



## CITY OF CONROE

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### PLAT EXCEPTION

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

- *Plat Exception Application (1-page)*
- *Plat Exception Checklist (1-page)*
- *Plat Exception Request Letter (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.

Date: \_\_\_\_\_

City Engineer  
City of Conroe  
P.O. Box 3066  
Conroe, TX 77305

Re: Platting Exception for: \_\_\_\_\_  
(Property Address)

Dear City Engineer,

This letter serves as a formal request to receive an exception to platting the above-referenced property.

Please refer to the attached documents to make your determination.

I (We) may be contacted at: Phone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

Thank you in advance for your assistance.

Sincerely,

(Applicant's signature)

# City of Conroe

## APPLICATION FOR PLATTING EXCEPTION

**SUBMITTAL DATE:** \_\_\_\_\_

**A. GENERAL INFORMATION (THIS FORM MUST BE FULLY COMPLETED)**

1. Property Address \_\_\_\_\_  
 If applicable: Subdivision Name: \_\_\_\_\_, Section No. \_\_\_\_\_, Block No. \_\_\_\_\_, Lot No. \_\_\_\_\_
2. Business and Property Owner Name \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

**B. PLAT EXCEPTION REQUIREMENTS**

Please check or complete the appropriate blank and provide the requested information listed below:

1. Has the property been subdivided (split) since 1991? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_  
 If yes, what date was the property split? \_\_\_\_\_ Do Not Know \_\_\_\_\_  
 If the property was annexed into the City after 1991, has the property been subdivided (split) since the date it was annexed? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_  
 If yes, what date was the property split? \_\_\_\_\_ Do Not Know \_\_\_\_\_
2. Is this a residential property? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_
3. Is the property 5 acres or less in size? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_
4. Is this residence served by City of Conroe water service? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_  
 If yes, please provide a copy of your City water bill.  
 If no, provide evidence of water service. (i.e. Private company water bill, water well permit)
5. Is this residence served by City of Conroe sewer service? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_  
 If yes, please provide a copy of your City sewer bill.  
 If no, provide evidence of sewer service. (i.e. Private company sewer bill, septic system permit)
6. Does this residence have street frontage on a public street or frontage on a private street which connects to a public street? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_
7. Is the size of this residential lot at least 50 ft x 100 ft? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_  
 If no, was there formerly a residence on this lot? Yes \_\_\_\_\_ (Please provide verification, such as a City of Conroe water/sewer/garbage bill, photograph, etc.) No \_\_\_\_\_ Do Not Know \_\_\_\_\_
8. Does rain water from this property drain to the street? Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not know \_\_\_\_\_  
 If no, where does the rain water flow when it rains? \_\_\_\_\_

**C. CERTIFICATION**

**This is to certify that I am the actual owner, or authorized agent for the owner, of the above described property, and that the above information is true and correct to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Owner/Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Please print name)**

## PLATTING EXCEPTION ADMINISTRATIVE CHECKLIST

The Director may except a parcel of land located within the City Limits from the requirement to plat, if the Director determines that the parcel:

- (1) existed in its current configuration on January 1, 1991, or the date of annexation into the city if the land was annexed after January 1, 1991; and
- (2) the parcel:
  - (a) shall be used for a single-family residence;
  - (b) is five acres or less in size;
  - (c) is currently served by City of Conroe water and sanitary sewer service, a private utility company or district water or sanitary sewer service, a Lone Star Water Conservation District approved water well and a Montgomery County approved septic system, or any combination of the above, providing water and sewer service to the residence;
  - (d) has frontage on a public street, or a private street with access to a public street;
  - (e) complies with the minimum lot size of 50 feet x 100 feet, or if smaller, is or was the site of an actual single-family residential dwelling; and
  - (f) complies with applicable drainage/detention requirements.

If you believe your property meets the requirements listed above, please submit the following documents to Engineering, for the Director's determination:

**\*\*ALL ITEMS LISTED MUST BE SUBMITTED TO BE ACCEPTED FOR REVIEW. \*\***

- (1) \_\_\_ Letter requesting Platting Exception
- (2) \_\_\_ A City Planning Letter dated within thirty days of the application showing record title to the property
- (3) \_\_\_ A copy of the owner's deed to the property
- (4) \_\_\_ A survey of the property, including all improvements existing at the time of the application
- (5) \_\_\_ The legal description of the property
- (6) \_\_\_ Completed Application for Platting Exception and any supporting documents
- (7) \_\_\_ MCECD911 street address confirmation
- (8) \_\_\_ A check payable to the City of Conroe in the amount of \$300.00 for plat fees.

**\*PLEASE ALLOW 10 BUSINESS DAYS TO RECEIVE THE DIRECTOR'S DETERMINATION.\***