



## CITY OF CONROE

---

### SUBDIVISIONS BY METES & BOUNDS

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

- *Subdivision by Metes & Bounds Application (2-pages)*
- *Subdivision by Metes & Bounds Administrative Checklist (2-pages)*
- *Subdividing Property by Metes & Bounds Checklist (3-pages)*
- *Request to Subdivide by Metes and Bounds (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.

**SUBDIVISION BY METES & BOUNDS WITHOUT A REPLAT APPLICATION**

Name/Section Number of Plat to be subdivided: \_\_\_\_\_

Original Plat Recordation Information: \_\_\_\_\_

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

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: \_\_\_\_\_

**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 \_\_\_\_\_ Manufactured Home Sub. \_\_\_\_\_  
Other \_\_\_\_\_ Explain \_\_\_\_\_

**C. REASON(S) FOR PROPOSED SUBDIVISION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. SCHEDULE OF FEES:** Make check payable to the City of Conroe

Application for a subdivision plat: **\$500.00 plus \$15.00 per lot, plus \$50.00 per acre for reserves.**

Amount of submittal fee: \_\_\_\_\_

**CITY OF CONROE**

**E.** If any of the changes that you are making differ from the City Ordinance requirements, a variance must be approved by the Planning Commission.

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please explain: \_\_\_\_\_

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 SUBDIVISION BY METES & BOUNDS**

Original Subdivision Name/Section Number: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

The Planning Commission may allow the conveyance by metes and bounds of one or more portions of **previously platted** property without the necessity of a replat if:

- (1) each part has access; (to a public right of way)
- (2) any resulting part which is less than the required minimum lot size is to be conveyed to the owner of an abutting property, and when combined with the abutting property will comprise a parcel which is not less than the required minimum lot size under this chapter;
- (3) no dedication of public improvements is required in connection with the division;
- (4) the requested division, considered in conjunction with other pending or reasonably anticipated requests, will not substantially alter a previously approved pattern of development; and
- (5) the general purposes of this chapter (Chapter 94) may be served without the necessity of replatting.

**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. LETTER TO PLANNING COMMISSION MEMBERS (THROUGH THE CITY ENGINEER) REQUESTING PROPERTY (DESCRIBED BY THE LEGAL DESCRIPTION; I.E. SUBDIVISION NAME, BLOCK NUMBER AND LOT/RESERVE NUMBER) TO BE SUBDIVIDED BY METES & BOUNDS	_____	_____
2. LETTER OF AUTHORIZATION TO REPRESENT OWNER IN THE PLATTING PROCESS (IF DIFFERENT FROM THE PRELIMINARY PLAT) (SIGNED BY OWNER/DEVELOPER)	_____	_____
3. CHECK PAYABLE TO CITY IN THE AMOUNT OF \$_____ FOR REVIEW FEES	_____	_____
4. 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 INSTRUMENT ESTABLISHING SUCH INTEREST (OR CITY PLANNING LETTER).	_____	_____
5. ONE (1) HARD COPY OF THE ORIGINAL RECORDED PLAT SHOWING THE PROPERTY PRIOR TO THE REQUESTED SUBDIVISION.	_____	_____
6. FIVE (5) HARD COPIES OF THE SIGNED, SEALED (BY A TEXAS R.P.L.S.), SURVEY AND METES & BOUNDS DESCRIPTION OF THE PROPOSED SUBDIVISION SHOWING THE REQUIRED BUILDING LINES AND UTILITY EASEMENTS.	_____	_____
7. AN ELECTRONIC COPY (.dwg) OF THE PROPOSED SURVEY AND METES & BOUNDS DESCRIPTION OF THE PARCEL(S).	_____	_____
8. ELECTRONIC COPY OF CLOSED BOUNDARY ONLY (DWG / DXF FORMAT) REFERENCED TO STATE PLANE COORDINATES	_____	_____

CITY OF CONROE

- 9. WRITTEN EASEMENTS, APPROVED AND RECORDED, SECURING ALL NECESSARY OFF-SITE DRAINAGE, UTILITY, ACCESS OR OTHER EASEMENTS ACROSS PROPERTY OUTSIDE THE PLAT BOUNDARY. **NOTE: ALL EASEMENTS MUST BE DEDICATED BY A SEPARATE INSTRUMENT.** \_\_\_\_\_
- 10. WRITTEN REQUEST FOR VARIANCES (IF NEEDED). \_\_\_\_\_
- 11. COMPLETED APPLICATION FOR BY METES & BOUNDS \_\_\_\_\_
- 12. COMPLETED SUBDIVISION BY METES & BOUNDS CHECKLIST (94-116) \_\_\_\_\_
- 13. ONE (1) HARD COPY OF THE PROPOSED SUBDIVISION SHOWING LOTS/RESERVES ADDRESSED BY MONTGOMERY COUNTY 911. \_\_\_\_\_
- 14. SUBMIT ELECTRONIC COPY OF METES & BOUNDS DESCRIPTION WHEN ALL CONDITIONS HAVE BEEN COMPLETED (94-121(b)(1)(d)) \_\_\_\_\_

\_\_\_\_\_  
Signature of Developer/Agent

\_\_\_\_\_  
Date

**The Planning Commission must vote to approve the request to subdivide by metes and bounds.** Please note that attendance is strongly recommended. If concerns about your request to subdivide by metes and bounds arise during the meeting and no one is present to address these issues, the Commission may elect to deny your request.

**AMOUNT OF REQUIRED COUNTY CLERK RECORDING FEES FOR "ORDER" TO BE DETERMINED AT APPROVAL.**

**SUBDIVISION BY METES & BOUNDS WITHOUT A REPLAT CHECKLIST**

**SUBDIVISION NAME/SECTION NUMBER:** \_\_\_\_\_

**LOT(S) / RESERVE(S) & BLOCK BUMBER TO BE SUDVIDED:** \_\_\_\_\_

**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.)**

**SURVEYING REQUIREMENTS BEFORE FINAL APPROVAL (94-112)**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <u>CITY</u> | <u>O.R.</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 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)) | _____       | _____       |

**FORM AND CONTENTS OF SUBDIVISION BY METES & BOUNDS DOCUMENTS (94-116)**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <u>CITY</u> | <u>O.R.</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 1. Each survey must be drawn to a legible scale on one or more 8 1/2" x 14" sheets (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, (94-109(b)(3))                                                                                                                                                                                                                                                                                                                                                                                                                            | _____       | _____       |
| 5. The name and address of the surveyor preparing the plat. (94-109(b)(5))                                                                                                                                                                                                                                                                                                                                                                                                             | _____       | _____       |
| 6. The north-point and map scale. (94-109(b)(6))                                                                                                                                                                                                                                                                                                                                                                                                                                       | _____       | _____       |
| 7. A vicinity map, showing the location of the subdivision in relation to the city limits of Conroe, existing streets, survey lines, lakes, rivers or other major streams. (94-109(b)(7))                                                                                                                                                                                                                                                                                              | _____       | _____       |
| 8. 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)) | _____       | _____       |

CITY OF CONROE

- 9. 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)) \_\_\_\_\_
- 11. All front, rear, and side lot building setback lines. (94-109(b)(14)) \_\_\_\_\_
- 12. 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".) \_\_\_\_\_

**LOT AND BLOCK DESIGN (94-251,252,253)**

**CITY    O.R.**

- 1. Frontage on a public street, or upon a private street which provides access to a public street. (94-252(a)(1)) \_\_\_\_\_
- 2. A minimum lot width of 50 feet measured along the street frontage. (94-252(a)(2)) \_\_\_\_\_
- 3. A minimum depth of 100 feet. (94-252(a)(3)) \_\_\_\_\_
- 4. A minimum area of 5,000 feet. (94-252(a)(4)) \_\_\_\_\_
- 5. For radial lots abutting a curved street or cul-de-sac the minimum width is established by measurement at the building line. (94-252(b)) \_\_\_\_\_
- 6. Side lot lines should be at right angles to the fronting street or radial to curved street lines. Flag lots are prohibited except where unique property features prevent satisfaction of the street frontage requirements. Flag lots may not be used where the construction of direct access streets is feasible. (94-252(c)) \_\_\_\_\_
- 7. Within a block where the average interior lot width is less than 60 feet the minimum width of each corner lot must be: 1) Ten feet wider than the average interior lot width if neither street is a major thoroughfare; or 2) Twenty feet wider than the average interior width if either street is a major thoroughfare. (94-253(a)) \_\_\_\_\_
- 8. Lots backing upon an artificial or natural drainage way must have sufficient depth to provide a minimum depth of 70 feet when measured from the front building setback line to the easement line. (94-253(b)) \_\_\_\_\_

**BUILDING SETBACK RESTRICTIONS (94-259)**

**IN GENERAL, THE FOLLOWING BUILDING SETBACK RESTRICTIONS APPLY REGARDLESS OF THE SIZE OR USE OF THE PROPERTY:**

- 1. A front yard setback line 25 feet from the adjacent street right-of-way, and a front yard setback line 20 feet from the adjacent street right-of-way for lots in a cul-de-sac. (94-259(a)(1)) \_\_\_\_\_
- 2. A side yard setback line of five feet from the side lot of an adjacent lot. (94-259(a)(2)) \_\_\_\_\_

CITY OF CONROE

Metes & Bounds  
Checklist

- 3. A side yard setback line 20 feet from the side street right-of-way line of an adjacent major thoroughfare. (94-259(a)(3)) \_\_\_\_\_
- 4. A side yard setback line ten feet from the side street right-of-way line of a street other than a major thoroughfare. (94-259(a)(4)) \_\_\_\_\_
- 5. A rear yard setback line ten feet from an adjacent rear lot line or rear street right-of-way. (94-259(a)(5)) \_\_\_\_\_
- 6. Along a street other than a major thoroughfare, the front yard setback may be reduced to 20 feet from the adjacent street right-of-way if the subdivision lots are restricted to single family residences and have an average depth of 100 feet or less. (94-259(b)) \_\_\_\_\_
- 7. If a required building setback line changes from one lot to an adjacent lot, a transitional setback line must be provided having a minimum angle of 45 degrees. Such transition must take place on the lot having the lesser setback requirement. (94-259(e)) \_\_\_\_\_

**SCREENING REQUIREMENTS (94-261)**

- 1. Where residential subdivisions are platted adjacent to existing commercial uses or so that the rear yards of residential lots are adjacent to a dedicated street, screening shall be provided within the residential subdivision separating the subdivision from the street or commercial use. (94-261(a)) \_\_\_\_\_
- 2. Where commercial properties are platted adjacent to existing residential uses, screening shall be provided within the commercial subdivision separating the subdivision from the residential use. (94-261(b)) \_\_\_\_\_
- 3. Screening must consist of 1) an opaque fence, wall or other permanent opaque barrier at least six feet in height (1-foot restricted buffer strip) or 2) any combination of trees, shrubs, berms, fencing or other landscaping which is initially at least four feet in height and which will form, within one year, a year-round dense screen at least six feet in height. (10-foot restricted buffer strip) (94-261(c,d)) \_\_\_\_\_
- 4. The City shall not be responsible for the maintenance of required screening if no restrictive covenants exist for maintenance of screening, add a note stating that the property owner is responsible for maintenance of the screening on his/her property. \_\_\_\_\_
- 5. The plat must comply with Chapter 102 of the City of Conroe Vegetation Ordinance \_\_\_\_\_

\_\_\_\_\_  
**Signature of Developer/Agent**

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



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

Re: \_\_\_\_\_,  
(Name and Section Number of Existing Subdivision)

recorded in Cabinet \_\_\_\_\_, Sheet \_\_\_\_\_, MCMR.

Dear City Engineer,

This letter serves as a formal request to subdivide the above-referenced subdivision by metes and bounds and to have this request placed on the agenda for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Planning Commission Meeting.

Thank you in advance for your assistance.

Sincerely,