

# 2024 MTFP Application



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

***Submittal period closes Friday, March 1, 2024***

## Major Thoroughfare and Freeway Plan (MTFP) Amendment Review Process

The City of Houston's Major Thoroughfare and Freeway Plan identifies a multimodal network for access and connectivity. This network forms the basis for preserving existing mobility in developed areas and accommodating future mobility in undeveloped and underdeveloped areas.

<b>January 2 – February 23</b>	<p><b>Mandatory pre-submittal conference with Transportation staff</b> This will give all parties an opportunity to fully understand the request, the process, and the limitations of the MTFP. This meeting will also help to determine if modifications to the application are necessary.</p>
<b>January 8 – March 1</b>	<p><b>Application submittal period</b> Applications delivered after 5:00 p.m. on Friday, <b>March 1</b>, will not be accepted. If a pre-submittal conference with staff has not been held during the allotted time period, the application will not be accepted.</p>
<b>March 4 (and beyond)</b>	<p><b>Interagency MTFP Coordination</b> Staff coordinates with counties and agencies affected by the applicant's request.</p>
<b>May 11</b>	<p><b>MTFP Workshop (Planning Commission Meeting)</b> The applicant presents the proposed amendment to the Planning Commission. An open dialogue between the applicant, staff, and the Commission members allows better understanding of each application. The applicant will introduce their proposed amendment request to the Planning Commission. Commissioners may ask questions of the applicant or staff and may request that certain information be researched and incorporated in technical reports that follow. Any proposed alternatives considered by staff may also be presented.</p>
<b>May 18 – May 29</b>	<p><b>Notification of the Open House and the Public Hearing is mailed to adjacent property owners and published in the newspaper</b> Mailing information includes a Preliminary Report developed by the staff. <b><i>Applicants will be charged a notice fee for each envelope and stamp notification.</i></b></p>
<b>June 12</b>	<p><b>Open House (Virtual Meeting Only)</b> Attended by applicants, staff, interested residents, and Planning Commissioners. Residents can visit with each applicant (virtually), to review maps and documents. Staff will be available to answer questions regarding staff's research. Information about amendments or changes being proposed by staff may also be available.</p>
<b>July 25</b>	<p><b>Public Hearing (Planning Commission Meeting)</b> The applicant presents the proposed amendment to the Planning Commission. The public has an opportunity to speak for or against the applicant's request. Commissioners may ask questions of the applicant or staff and the Commission will consider public comments regarding the proposed amendment. However, no action is taken by the Planning Commission at this meeting.</p>
<b>August 22</b>	<p><b>Post Public Hearing Update (Planning Commission Meeting)</b> The staff updates the Planning Commission on the proposed amendment presented in the Public Hearing. The public has an opportunity to speak for or against the applicant's request. Commissioners may ask questions of the applicant or staff and the Commission will consider public comments regarding the proposed amendment. Again, no action is taken by the Planning Commission at this meeting.</p>

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<b>September 19</b>	<b>Recommendation Meeting (Planning Commission Action Meeting)</b> Staff presents to the Planning Commission and recommends that the Commission approve or deny each applicant's request. The Planning Commission will vote to approve or deny the requested amendments, based upon staff research, interagency coordination, and public comment.
<b>By September 30</b>	<b>Amendments are forwarded to City Council for adoption</b> Amendments are not official until approved and adopted by City Council.



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To expedite this application, please complete entire application form and attach supporting material as required.

*Staff will complete shaded items*

**Submittal period closes March 1, 2024**

1. STREET/PROPOSAL NAME: \_\_\_\_\_

2. PRE-SUBMITTAL CONFERENCE DATE: \_\_\_\_\_

3. REQUEST:  Add Thoroughfare/Collector/Transit Corridor Street  Delete T/C  Realign T/C  Reclassify T/C

4. PROJECT INFO: Appl. no.:

Inside City Limits  ETJ

Key Map: \_\_\_\_\_ Zip Code: \_\_\_\_\_ City Council Dist.: \_\_\_\_\_

County: \_\_\_\_\_ Utility Dist.: \_\_\_\_\_ Co. Comm. Pct.: \_\_\_\_\_

Census Tract: \_\_\_\_\_ School Dist.: \_\_\_\_\_

5. PROJECT DATA: Is Street currently on a CIP (if yes, provide agency name): \_\_\_\_\_

Name of Thoroughfare/Collector/TCS \_\_\_\_\_ Total length (miles): \_\_\_\_\_

Year Street first appeared on MTFP: \_\_\_\_\_ Total ROW width (feet): \_\_\_\_\_

6. GEOGRAPHIC:

North of: \_\_\_\_\_ East of: \_\_\_\_\_

South of: \_\_\_\_\_ West of: \_\_\_\_\_

7. SUMMARY, DESCRIPTION FOR PROPOSAL: (Attach Letter to Director to include details about request)

8. PLEASE PROVIDE YOUR JUSTIFICATION FOR THE MTFP AMENDMENT REQUEST (See attached letter to Director, is not acceptable)

9. DESCRIPTION OF ANY MEETINGS OR DISCUSSION WITH AREA LANDOWNERS AND/OR ADJACENT RESIDENTS/BUSINESSES: (Attach supporting material)

10. CONTACT INFO:

Owner: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

**11. ADDITIONAL CONTACT INFO:**

2<sup>ND</sup> Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



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## 12. MTFP AMENDMENT SUBMITTAL REQUIREMENTS CHECKLIST (DUE AT APPLICATION SUBMITTAL UNLESS OTHERWISE SPECIFIED)

- 1. Completed Application Form clear and concise summary of amendment proposal
- 2. Letter to Director of Planning & Development Department
- 3. Justification section, clear and concise justification for the amendment request
- 4. Area Map
- 5. Scaled Area Map on 8 1/2" x 11" paper
- 6. Proposed alignments and exhibits in **GIS digital format**
- 7. Letter of Authorization (if required)
- 8. Traffic Study, as determined by the Director of Houston Public Works (due if/when requested by staff)
- 9. Notification Package (due when specified in timeline on page 1)
- 10. Documentation to show support from adjacent landowners for proposed amendment (due if/when requested by staff)
- 11. Items 1-10 in digital format

## DESCRIPTION OF SUBMITTAL REQUIREMENTS (DUE AT TIME OF APPLICATION SUBMITTAL)

1. **Completed Application Form** – Complete all information on the application form on the previous page.
2. **Letter to Director of Planning & Development Department** – *Note: This official letter is important, but you will also need to state your justification on the application. The letter to the Director may be posted on the website and may be viewed by residents, agency representatives, and elected officials. It should be comprehensive and written in a manner to be easily understood by these audiences. It is strongly recommended that the letter’s content address the following:*
  - How does the current and proposed alignments pose restrictions that hinder development, either on the property of the applicant or adjacent property owners?
  - Is your amendment consistent with the City’s plans/adjacent municipalities’ plans?
    - For amendments within the City of Houston limits, consider the City’s Complete Streets Executive Order and how the amendment(s) will improve mobility and access for all users of Houston’s transportation network. Any amendments for roadways within the City of Houston should take into consideration recommendations from the Houston Bike Plan, METRO’s Transit Plan, Vision Zero, the Walkable Places and Transit Oriented Development Ordinance, the overall context of the street, and the vision of the area or the corridor as proposed in previous planning studies (i.e., sub-regional mobility studies or livable center studies). See page 6, “Resources.”
  - Does your amendment increase safety and multimodal options by providing sufficient width?
  - Does your amendment improve drainage/reduce flooding?
  - Is your amendment supported by the community and adjacent landowners?
  - Does this site have any previous Planning Commission decisions still in effect?
  - Does your amendment preserve the existing street network? (developed areas)
  - Does your amendment preserve future corridors for transportation system development? (undeveloped/underdeveloped areas)



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- Any impacts and the proposed mitigation of any adverse impacts on existing thoroughfares, the environment, and the area surrounding the amendment must be addressed using appropriate studies, reports, and maps.
  - Explain, justify, and demonstrate the merits of the proposal to amend the MTFP, including how it addresses the broader goals and objectives of the MTFP and how it will impact the overall transportation system.
    - Keep in mind when determining your amendment request, that it is the general policy of the Planning Commission and the staff to make all reasonable efforts to maintain the original integrity of the plan and its basic theory, and to keep changes and revisions to a minimum. This policy maintains the plan’s continuity and ensures confidence in the plan’s long-range implementation by private landowners, developers, and sub dividers, as well as other governmental agencies charged with the responsibility of constructing facilities illustrated in the plan. Refer to the MTFP Policy Statement on the website (see page 6, “Resources”).
  - State why your proposal must be considered this year, and how lack of consideration would impede plans to develop your property.
- Area Map** – Must illustrate the existing MTFP alignment and how the proposed change would affect the thoroughfare pattern in the general area at a scale of 1” = 1,000 ft. This map must also show current property ownership of those landowners affected by the proposal. In certain instances, staff may also request a survey of the area.
  - Scaled Area Map on 8 ½” X 11” Paper** – Must illustrate the existing MTFP alignment and how the proposed change would affect the thoroughfare pattern in the general area. This map must fit on 8 ½” x 11” sized paper.
  - Proposed Alignments and Exhibits in Digital Format** – A GIS shapefile of the proposed (re)alignment is required. Shapefiles should be created by copying the most recent City of Houston MTFP layer package available [online](#), editing the spatial data relevant to the request and repackaging. If there are several different requests, each request should be an independent line within the attribute table. Applicants **must include the five fields** shown below in the attribute table (see the table below for an example). Provide any other exhibits or data that are relevant to the request (ex. floodplain based on TSARP map, aerial exhibits, pipelines, etc.) See page 6, “Resources,” for more information.

**Example Attribute Table for Amendment Shapefile**

Street	Street Segment	Request	Current MTFP Classification	Proposed MTFP Classification
Planning Drive	Fort Bend Tollway to Chimney Rock Road	Reclassify (T-4-100) to (MJ-2-80)	T-4-100	MJ-2-80
Planning Drive	Chimney Rock Road to Alameda Road	Delete	T-4-100	N/A
Development Road	McHard Road to Broadway Street	Add	N/A	T-4-100

- Letter of Authorization** – If you serve as the agent for the interested property owner(s), a letter to authorize your representation should be provided.

**DEADLINE FOR RECEIPT OF 2023 MTFP AMENDMENT APPLICATIONS AND ALL SUPPORTING MATERIALS IS 5:00 P.M. FRIDAY, MARCH 1, 2024 (except for items listed below). ELECTRONIC FORMAT OF COMPLETED APPLICATIONS MAY BE MAILED OR HAND DELIVERED. IDENTIFY YOUR SUBMITTED MATERIALS AS “MTFP AMEMDMENT APPLICATION.”**

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## DESCRIPTION OF SUBMITTAL REQUIREMENTS (DUE AT TIME SPECIFIED)

7. **Area Map with alternatives (due during virtual public open house)** – Based on the study area boundary and alternatives discussed at the Planning Commission Workshop, applicant should coordinate with staff and provide a digital area map exhibit depicting the study area boundary and alternatives being evaluated. Applicant shall use this exhibit for the virtual open house for discussion with the public.
8. **Traffic Study (due if/when requested by staff)** – May be required for applications requesting a deletion, realignment, or reclassification of MTFP alignments. Specific traffic data will be determined by the Director of the Houston Public Works Department on a case-by-case basis. Requirement for a traffic study should be discussed with staff during the pre-submittal meeting but may be requested later if additional information is needed for review.
9. **Notification Package** – *Notification area and submittal deadline should be coordinated with staff after application is submitted.*
  - Staff will provide a list of all affected property owners identified on the area map, including the property's legal description as shown on the appraisal district record or tax statement, to be verified by the applicant. Based on the discussion at the Planning Commission Workshop, staff may require that alternative alignments or designations be studied as a part of this application. As a result, study area boundary and notification list may change due to this requirement. Staff will coordinate with applicants following the workshop and throughout the amendment process.
  - Applicants must provide a copy of the County **Appraisal District record** or tax statement for each affected property identified on the area map. Record or statement must be less than 30 days old when submitted.
    - Staff will send one envelope addressed to each affected property owner identified on the above list and on the area map. *In cases in which the appraisal district records or tax statements show the same owner's name and owner address for multiple property accounts, only one envelope is needed. **Applicants will be charged a notice fee for each envelope and stamp notification.***
    - The envelope will have a **return address label**, addressed as follows:  
City of Houston  
Planning & Development Department  
Transportation Planning Division  
P.O. Box 1562  
Houston, Texas 77251-1562
  - An **HCAD map** and Excel spreadsheet indicating which specific property owners were notified.
  - The above requirements will be provided by staff in **digital copies**.
10. **Documentation to show support from Adjacent Landowners for Proposed Amendment** – Documentation of support (i.e., letters of support) will also be accepted. Benchmarks at which time support will be tallied by staff are as follows:
  - At time of submittal
  - After open house
  - After public hearing
11. **Items 1-11 in digital format** – A copy of all information should be provided to staff in digital format on a USB, or transmitted electronically via email. Email should be sent to City Staff on page 7.

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## RESOURCES:

COH-Planning & Development Website: [www.houstonplanning.com](http://www.houstonplanning.com)

MTFP website: <http://www.houstontx.gov/planning/transportation/MTFP.html>

Includes:

- MTFP Policy Statement (amended in 2023)
- 2023 MTFP Map
- 2023 MTFP Hierarchy Classification Table
- 2023 MTFP GIS data
- Historical MTFP maps
- 2024 MTFP Amendment - Application, Timeline, and Process

Houston Map Viewer:	<a href="https://mycity.houstontx.gov/houstonmapviewer/">https://mycity.houstontx.gov/houstonmapviewer/</a>
Harris County Appraisal District	<a href="http://www.hcad.org">www.hcad.org</a>
Fort Bend County Appraisal District	<a href="http://www.fbcad.org">www.fbcad.org</a>
Montgomery Central Appraisal District	<a href="http://www.mcad-tx.org/">http://www.mcad-tx.org/</a>
Liberty County Central Appraisal District	<a href="http://www.libertycad.com">www.libertycad.com</a>
Harris County Flood Control District	<a href="https://www.hcfc.org/">https://www.hcfc.org/</a>
Grand Parkway / SH 99	<a href="http://grandpky.com/">http://grandpky.com/</a>
Dallas-Houston High Speed Rail	<a href="http://www.fra.dot.gov/Page/P0700">http://www.fra.dot.gov/Page/P0700</a>
COH - Bicycle Master Plan	<a href="http://houstonbikeplan.org">houstonbikeplan.org</a>
Complete Streets E.O.	<a href="http://houstontx.gov/completestreets">houstontx.gov/completestreets</a>
Vision Zero	<a href="http://www.visionzerohouston.com">www.visionzerohouston.com</a>
Walkable Places and Transit Oriented Development	<a href="https://houstontx.gov/planning/wp-committee.html">https://houstontx.gov/planning/wp-committee.html</a>

## TO CONTACT US:

### Location:

City of Houston  
Planning and Development Department  
Transportation Planning Division  
611 Walker Street, Sixth Floor  
Houston, Texas 77002

### Mailing Address:

City of Houston  
Planning and Development Department  
Transportation Planning Division  
P. O. Box 1562  
Houston, Texas 77251-1562

### Staff Contacts:

#### Brandon Mosley, MS

Phone: 832.393.6635  
Fax: 832.393.6664

Email: [Brandon.Mosley@houston.gov](mailto:Brandon.Mosley@houston.gov)

#### Monique N. Johnson, AICP

Phone: 832.393.6550  
Fax: 832.393.6664

Email: [moniquen.johnson@houstontx.gov](mailto:moniquen.johnson@houstontx.gov)