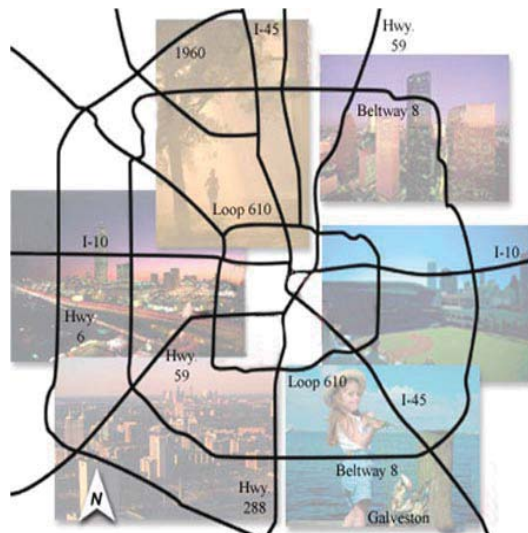
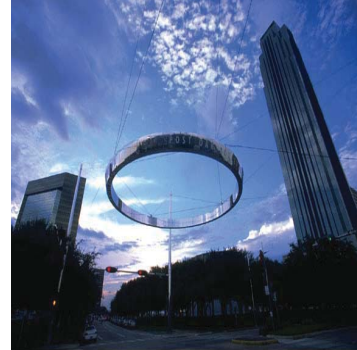




City of Houston Planning & Development Department **INFORMATION & REFERENCE GUIDE**

Public Hearing - Replat with Notification



www.houstonplanning.com

Last Updated, June 2015

CITY OF HOUSTON

PLANNING & DEVELOPMENT DEPARTMENT

I. Notification and Public Hearing

All replats, without vacation of the preceding plat, must comply with the following requirements for notification and public hearings under the provisions of the Local Government Code Chapter 212.015 if

- A. During the preceding five years, any portion of the area proposed to be replatted was limited by either an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
- B. Any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.

Click this link for Chapter 212.015 [LOCAL GOVERNMENT CODE](#)

II. Submittal Requirements: Along with the standard plat submittal requirements, the following information must be attached to the submitted electronic application no later than Monday at 11:00 AM of submittal week:

- A. **Letter of Intent** indicating intent to seek commission approval under the requirements of Chapter 212 of the Local Government Code. (Appendix A)
- B. **Affidavit of Owner** is a separate letter signed by all owners of property within the proposed replat which attests that the proposed replat “does not attempt to alter, amend or remove any covenants or restrictions” (Appendix B)
- C. Provide **one copy of the Adjacent Property Owners Notice** for staff review. (Appendix C-1, C-2 or C-3).
- D. Provide **one copy of Legal Notice** for staff review. (Appendix G-1 and G-2)
- E. A **current Title Report, or City Planning Letter** (less than 30 days old) for the property to be replatted and **all applicable Deed Restrictions**.
- F. **Copy of the Original Subdivision Plat** for the area being replatted.
- G. Provide **one Notification map** identifying the proposed replat and all surrounding properties in the notification area. The notification area includes all parcels within 250’ of the boundary of the plat and all parcels along or across from a blockface that abuts any street or private roadway extending 500 feet from the plat as measured along the centerline of any street or private roadway that abuts the boundary of the plat. (Appendix D). For guidance in identifying the notification areas refer to (Appendix D-1, D-2 or D-3).
- H. **Existing Condition Survey:** Each Class 2 or Class 3 Preliminary plat providing for single – family residential use on a tract within the city shall provide an existing conditions survey signed and sealed per 42-56 showing, paving width of all streets, curbs, driveways, utilities, trees and side-walks.
- I. **Notification List:** Provide a list of property owners who are getting the notices with their addresses in an excel sheet (Appendix H).
- J. **Proposed Site Plan:** If requesting variance or special exception, provide a proposed site plan.
- K. **Protest area Map:** If requesting a variance or special exception, provide a protest area map along with the Notification Map identifying the protest area that will require a three-fourths affirmative vote of Planning Commission per 212.015 (Appendix M).

REFERENCE GUIDE: PUBLIC HEARING – REPLAT WITH NOTIFICATION

In addition to the submittal requirements listed above, the following information must be delivered to our office no later than Monday at 11 AM, the week of plat submittal:

- L. A **Certified List** (not more than 30 days old) of all owners of property in the notification area as such Ownership appears on the last approved ad valorem tax rolls of either the city or county within which such property is located, which are required to be given written notice of such replat under the provisions of Chapter 212 of the Local Government Code. A certified list may be a Title Report or a list compiled from the Harris County Appraisal District Tax Statements. (You must include a copy of the tax statement for each property. Refer to Appendix E).
- M. **One stamped envelope** addressed to each landowner indicated on either the title report or the tax roll list as required above. Indicate the lot and block numbers, or reserve letters, corresponding to each landowner on the front lower left-hand corner of each envelope. Do not put a return address on it, i.e. company name or personal address. Do not stuff the envelope with a copy of the adjacent property owner notice. Metered mail will not be accepted. Strictly follow the instructions for Notification Envelope requirement. (Appendix F)
- N. Provide hard copy of the **Notification map**. For guidance in identifying the notification areas refer to (Appendix D-1, D-2 or D-3).

III. Establishing the Public Hearing

- A. Once an **application has been submitted** and staff determines that all required documents and related information are **correct and complete**, the Director will place the request to establish a public hearing date on the next Houston Planning Commission meeting agenda.
- B. **In order to allow sufficient time for notification**, the Houston Planning Commission will establish the public hearing **to be held on or about four (4) weeks** from the date of the meeting at which the hearing is established.

IV. Notification

Notification of the public hearing shall be sent in letter form and post marked (by staff), posted in the newspaper and a sign(s) shall be placed facing each right-of-way along plat boundary no later than **16 days before the hearing**.

- A. **Newspaper:** The Director will authorize the publication of the required notification of public hearing after the Commission establishes a date for said hearing. After this authorization is given, the applicant must publish the notification (Appendix G-1 and G-2) in the Houston Chronicle for one day. Applicant must provide Planning Department with an affidavit of publication from said newspaper within one (1) week after authorization.
- B. **Letters:** The City is required to mail out written notice of the public hearing (Appendix C-1) to owners of property **within the notification area** (Appendix D) as described in **section II-G** of this document **no later than 16 days before the public hearing date**.
 - 1. Public Hearings **requesting a variance or special exception** (inside the city or outside the city) require notification to all the property owners **within the notification area** (Appendix D) as described in **Section II-G** of this document. All properties will receive a **variance or special exception notification letter** (Appendix C-2 or C-3) **along with drawing and variance or special exception request** (Appendix K or L).
 - 2. All Public Hearings with a variance or special exception will have to comply with the additional submittal requirements for variances and special exceptions.

REFERENCE GUIDE: PUBLIC HEARING – REPLAT WITH NOTIFICATION

- C. **Sign:** The **applicant** is responsible for posting signs on the property to be replatted **no later than 16 days before the public hearing date** (Appendix J-1 or J-2). A sign following **Sign Requirements** (Appendix J) shall be placed within **15' from each right-of-way** bordering the site. Each sign shall face the ROW with print large enough to be legible from the ROW. The **applicant will email staff, pictures of the sign** depicting their location from the ROW once they are in place. Refer to Site Signage Location Map as shown in (Appendix I). The **applicant shall make reasonable efforts to maintain the sign(s)** including updating the date, time and/or place of the meeting if the public hearing is deferred by the Planning Commission or postponed for any reason. **If deferred, a photo of the updated sign must be submitted to staff by 5:00 PM the Monday following Planning Commission action** or staff will recommend disapproval.

V. Protests

- A. For a legal protest, written instruments signed by the respective owners must be submitted to the Houston Planning Commission prior to the close of the public hearing. A written instrument is considered to be a signed letter with a statement indicating that the property owner objects to the proposed replat.
- B. **When the proposed replat requires a variance or special exception** and is protested by owners of at least 20% of the land area located within 200 feet of the proposed replat yet within the original plat boundary, the Commission can only approve the replat by an affirmative vote of at least three-fourths (3/4) of the commission members present. As with all plats containing variance request, the Commission has discretion to approve or disapprove the plat. Protest Area Map (Appendix M)
- C. For purposes of calculating the 20% land area threshold, the following will apply:
- (1) The total land area shall include only those lots, reserves, or others officially recognized land parcels which are or were part of the original subdivision plat, and are within 200 feet of the proposed replat;
 - (2) Where the 200-foot demarcation splits a lot, reserve or other officially recognized land parcel, only the portion that lies within the 200-foot demarcation will be included within the total land area calculation;
 - (3) The area will also include all right-of-ways (streets and alleys). For purposes of these calculations, right-of-way will be apportioned proportionately to the respective abutting properties;
 - (4) The proposed replat is excluded from the calculations;
 - (5) Upon computing the total land area, 20% of this total shall constitute the threshold for the protest to require the three-fourths (3/4) favorable vote;
 - (6) For purposes of protest, each lot, reserve, and officially recognized land parcel shall have one vote which is proportionately equal to the total land area of said lot, reserve, or officially recognized land parcel. This means that each vote is “weighed” proportionally to the land area it represents;
 - (7) For properties held in common, such as condominiums, the association shall have one (1) vote.

VI. Exclusions

- A. Compliance with Section V above does not apply to replats or partial replats of single family residential lots (Public Hearing Applications) **not requesting a variance or special exception.**

DATES AND DEADLINES

- Monday (Day 1)** **DEADLINE:** 11:00 am, Application and all required supporting documents are submitted. Non-electronic Public Hearing information packet is submitted.
- Thursday (Day 4)** **DEADLINE:** 4:00 pm, Application and additional non-electronic package reviewed by staff for completeness.
- Thursday (Day 11)** Public hearing, date is established at the planning commission meeting.
- Friday (Day 12)** The applicant is emailed verifying that the application has been established for the appropriate public hearing date and to authorize the applicant to publish legal notice and post sign(s)
- Tuesday (Day 22)** **DEADLINE:** Legal notice must be published no later than this date by applicant, **DEADLINE:** Written notices to be mailed out to property owners, by staff. **DEADLINE:** Sign(s) must be posted on property.
- Friday (Day 33)** **DEADLINE:** Applicant submits, Affidavit of publication to staff. (Must submit within ten (10) days of publication.), Applicant provides pictures of the sign to staff.
- Thursday (Day 39)** Public hearing is held (for preliminary plat approval). All written protests must be submitted before the close of the public hearing.

APPENDIX A LETTER OF INTENT

Dear City of Houston Staff,

(name of applicant company), as the agent for, (Property Owner) intends to seek Houston Planning Commission approval under the requirements of Chapter 212 of the Local Government Code for the (replat / partial replat of Original Subdivision Name). Name of the new subdivision is (Proposed Subdivision name).

Please contact me for any additional information.
(name of applicant contact person).

APPENDIX B
AFFIDAVIT OF OWNER

THE STATE OF TEXAS
COUNTY OF (print name of county)

WHEREAS, the undersigned (name of owner and address) is the owner of (Legal Description by Lot/Reserves & Blocks), (name of subdivision), an addition in Harris County, Texas, according to the map or plat thereof recorded in Volume____, page____, of the Harris County Map Records.

And

WHEREAS, (name of owner / company) desires to establish (name of subdivision).
NOW, THEREFORE, know all men by these presents that the undersigned confirms that will not alter, amend, or remove any of the covenants or restriction set forth on the record plat described above or in any recorded deed restriction applicable to the above referenced property.

EXECUTED this the____day of____, 20XX.

(name of company)

By: (signature of president)
Print name, title

THE STATE OF TEXAS
COUNTY OF (print name of county)

BEFORE ME, the undersigned authority, on this day personally appeared known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL this the____day of____, 20XX

(Signature of Notary public) Print name
Notary Public in and for (name of county) County, Texas
(Affix Notary Seal)

APPENDIX C-1
ADJACENT PROPERTY OWNERS NOTICE FOR
PUBLIC HEARING WITHOUT VARIANCE



Dear Property Owner:

The Houston Planning and Development Department has received a subdivision plat application to allow the replatting (or partial replatting) of _____ subdivision.

This proposal includes the replatting of all or part of lots _____ block _____ as recorded in Volume _____, Page _____, of the Harris County Map Records. The new subdivision name is _____.

The property is located at *(site address, side of street between what street intersections, or a.k.a.)*.
The purpose of the replat is to _____.

The applicant _____, with *(applicant company name)* on behalf of *(developer company name)* can be contacted at *(telephone number)*.

Pursuant to Local Government Code 212.015 and the City of Houston’s Code of Ordinances, Chapter 42 the Planning Commission has established a public hearing date for this item. As required, the Planning Department is sending you written notice of the public hearing.

The requirements for notification specify that this notice be mailed to all owners of property within 250’ of the boundary of the plat and all parcels along or across from a blockface that abuts any street or private roadway extending 500 feet from the plat as measured along the centerline of any street or private roadway that abuts the boundary of the plat.

A sign has been posted on site indicating the public hearing date, location and time. There are no variances being requested with this item. It appears that this replat conforms with all Chapter 42 requirements.

You may speak regarding this replat at the public hearing on:

Thursday, *(Month, day, year)*, 2:30 p.m.
City Hall Annex Building, 900 Bagby Street City Council Chamber,
Public Level Houston, Texas 77002

For additional information contact Planning Department personnel at (832)393-6600 and ask for Dorianne Powe- Phlegm or Suvidha Bandi.

Be advised that state law requires the Houston Planning Commission to approve each subdivision plat and replat that complies with the provisions of Chapter 42 and any other applicable laws and requirements.

THE PLAT MAY BE DEFERRED. THE NEW DATE FOR COMMISSION ACTION WILL BE INDICATED ON THE POSTED SIGN(S) THE TUESDAY MORNING FOLLOWING THE PLANNING COMMISSION DEFERRAL.

APPENDIX C-2
ADJACENT PROPERTY OWNERS NOTICE FOR
PUBLIC HEARING WITH VARIANCE



Dear Property Owner:

The Houston Planning and Development Department has received a subdivision plat application to allow the replatting (or partial replatting) of _____ subdivision.

This proposal includes the replatting of all or part of lots _____ block _____ as recorded in Volume _____, Page _____, of the Harris County Map Records. The new subdivision name is _____.

The property is located at *(site address, side of street between what street intersections, or a.k.a.)*. The purpose of the replat is to _____.

The applicant _____, with *(applicant company name)* on behalf of *(developer company name)* can be contacted at *(telephone number)*.

Pursuant to Local Government Code 212.015 and the City of Houston's Code of Ordinances, Chapter 42 the Planning Commission has established a public hearing date for this item. As required, the Planning Department is sending you written notice of the public hearing.

The requirements for notification specify that this notice be mailed to all owners of property within 250' of the boundary of the plat and all parcels along or across from a blockface that abuts any street or private roadway extending 500 feet from the plat as measured along the centerline of any street or private roadway that abuts the boundary of the plat.

Attached you will find a copy of the variances being requested by the applicant. Additionally, a sign has been posted on the site indicating the public hearing date, location and time.

You may speak regarding this replat at the public hearing on:

Thursday, *(Month, day, year)* 2:30 p.m.
City Hall Annex Building, 900 Bagby Street
City Council Chamber Public Level, Houston Texas 77002.

For additional information contact Planning Department personnel at (832)393-6600 and ask for Dorianne Powe- Phlegm or Suvidha Bandi.

212.15 (c) If the proposed replat requires a special exception and is protested in accordance with this subsection, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the municipal planning commission or governing body, or both. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the municipal planning commission or governing body, or both, prior to the close of the public hearing.

NOTE: YOU MUST LIVE OR OWN PROPERTY IN THE PROTEST AREA (APPENDIX M) TO FOR QUALIFY FOR THREE-FOURTHS AFFIRMATIVE VOTE OF PLANNING COMMISSION.

THE PLAT MAY BE DEFERRED. THE NEW DATE FOR COMMISSION ACTION WILL BE INDICATED ON THE POSTED SIGN(S) THE TUESDAY MORNING FOLLOWING THE PLANNING COMMISSION DEFERRAL.

APPENDIX C-3
ADJACENT PROPERTY OWNERS NOTICE FOR
PUBLIC HEARING WITH SPECIAL EXCEPTION



Dear Property Owner:

The Houston Planning and Development Department has received a subdivision plat application to allow the replatting (or partial replatting) of _____ subdivision.

This proposal includes the replatting of all or part of lots ____ block ____ as recorded in Volume _____, Page _____, of the Harris County Map Records. The new subdivision name is _____.

The property is located at *(site address, side of street between what street intersections, or a.k.a.)*. The purpose of the replat is to _____.

The applicant _____, with *(applicant company name)* on behalf of *(developer company name)* can be contacted at *(telephone number)*.

Pursuant to Local Government Code 212.015 and the City of Houston’s Code of Ordinances, Chapter 42 the Planning Commission has established a public hearing date for this item. As required, the Planning Department is sending you written notice of the public hearing.

The requirements for notification specify that this notice be mailed to all owners of property within 250’ of the boundary of the plat and all parcels along or across from a blockface that abuts any street or private roadway extending 500 feet from the plat as measured along the centerline of any street or private roadway that abuts the boundary of the plat.

Attached you will find a copy of the special exception(s) being requested by the applicant. Additionally, a sign has been posted on the site indicating the public hearing date, location and time.

You may speak regarding this replat at the public hearing on:

Thursday, *(Month, day, year)* 2:30 p.m.
City Hall Annex Building, 900 Bagby Street
City Council Chamber Public Level, Houston Texas 77002.

For additional information contact Planning Department personnel at (832)393-6600 and ask for Dorianne Powe- Phlegm or Suvidha Bandi.

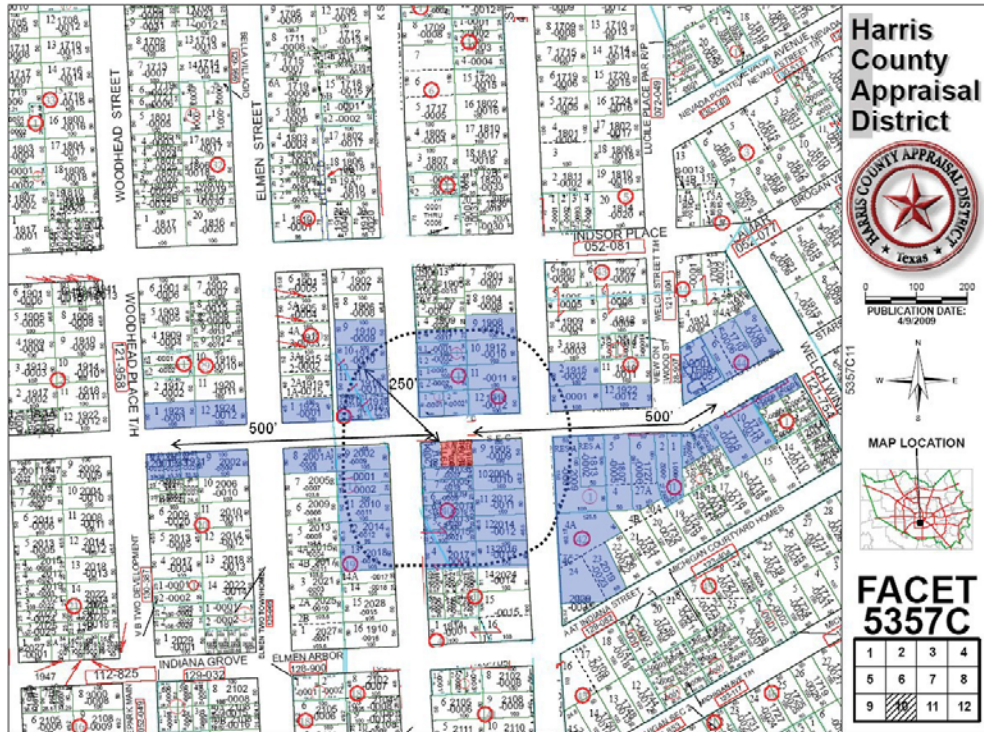
212.16 (c) If the proposed replat requires a special exception and is protested in accordance with this subsection, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the municipal planning commission or governing body, or both. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the municipal planning commission or governing body, or both, prior to the close of the public hearing.

NOTE: YOU MUST LIVE OR OWN PROPERTY IN THE PROTEST AREA (APPENDIX M) TO QUALIFY FOR THREE-FOURTHS AFFIRMATIVE VOTE OF PLANNING COMMISSION.

THE PLAT MAY BE DEFERRED. THE NEW DATE FOR COMMISSION ACTION WILL BE INDICATED ON THE POSTED SIGN(S) THE TUESDAY MORNING FOLLOWING THE PLANNING COMMISSION DEFERRAL.

REFERENCE GUIDE: PUBLIC HEARING – REPLAT WITH NOTIFICATION

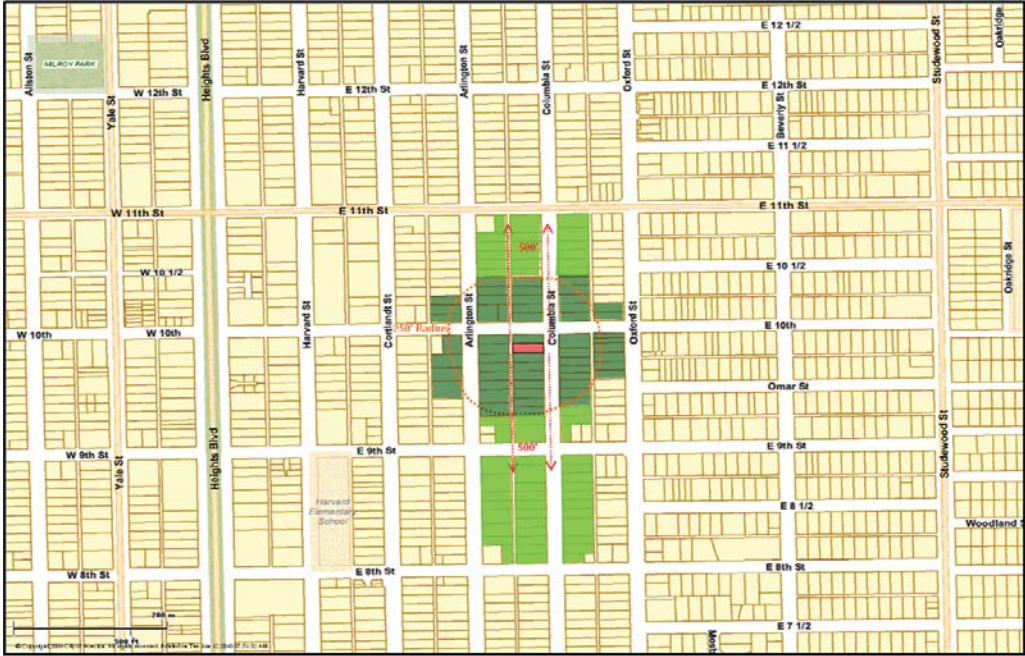
**APPENDIX D
(County Appraisal District Map)**



**APPENDIX D-1
(Measuring the Notification Area)**



APPENDIX D-2
(Measuring the Notification Area)



APPENDIX D-3
(Measuring the Notification Area)



REFERENCE GUIDE: PUBLIC HEARING – REPLAT WITH NOTIFICATION

APPENDIX E (Example: County Appraisal District Record)

Owner Name & Mailing Address for Notification Envelopes

Legal Description to be placed on the bottom-left corner of the Notification Envelopes

HARRIS COUNTY APPRAISAL DISTRICT
REAL PROPERTY ACCOUNT INFORMATION
0010890000001

Tax Year: 2008

Owner and Property Information									
Owner Name & Mailing Address:				Legal Description:					
CITY OF HOUSTON PARCEL Q96-010 PO BOX 1562 HOUSTON TX 77251-1562				LTS 1 THRU 12 BLK 89 HOUSTON MAIN OFFICE SSBB					
Property Address:				611 WALKER ST HOUSTON TX 77002					
State Class Code	Land Use Code	Building Class	Total Units	Land Area	Building Area	Net Rentable Area	Neighborhood	Map Facet	Key Map®
X1 -- Governmental Exempt	4354 -- Office Bldgs. Hi-Rise (5+ Stories)	E	0	62,500 SF	663,352	0	5900	5457A	493L

Value Status Information		
Capped Account	Value Status	Shared CAD
Pending	All Values Pending	No

Exemptions and Jurisdictions					
Exemption Type	Districts	Jurisdictions	ARB Status	2007 Rate	2008 Rate
Total	001	HOUSTON ISD	Pending	1.15670	
	040	HARRIS COUNTY	Pending	0.39239	
	041	HARRIS CO FLOOD CNTRL	Pending	0.03106	
	042	PORT OF HOUSTON AUTHY	Pending	0.01437	
	043	HARRIS CO HOSP DIST	Pending	0.19216	
	044	HARRIS CO EDUC DEPT	Pending	0.00585	
	048	HOU COMMUNITY COLLEGE	Pending	0.09243	
	061	CITY OF HOUSTON	Pending	0.64375	
	265	HOUSTON D'TOWN MGMT D	Pending	0.13500	

Valuations					
2007 Value			2008 Value		
	Market	Appraised		Market	Appraised
Land	0		Land		
Improvement	0		Improvement		
Total	0	0	Total	Pending	Pending

Land												
Market Value Land												
Line	Description	Site Code	Unit Type	Units	Size Factor	Site Factor	Appr O/R Factor	Appr O/R Reason	Total Adj	Unit Price	Adj Unit Price	Adj Value
1	4354 -- Office Bldgs. Hi-Rise (5+ Stories)	SF1	SF	62,500	1.00	1.00	1.00	Restr or Non-Conf	1.00	0	0	0

Building						
Building	Year Built	Type	Style	Quality	Impr Sq Ft	Building Details
1	1968	Office Bldgs. Hi-Rise (5+ Stories)	Office Building	Excellent	475,562	Displayed
2	1962	Office Bldgs. Hi-Rise (5+ Stories)	Office Building	Excellent	17,800	View
3	1968	Office Bldgs. Hi-Rise (5+ Stories)	Office Building	Excellent	169,990	View


<http://www.hcad.org/records/Print.asp?taxyear=2008&acct=0010890000001&card=1&blid=1>
4/23/2008

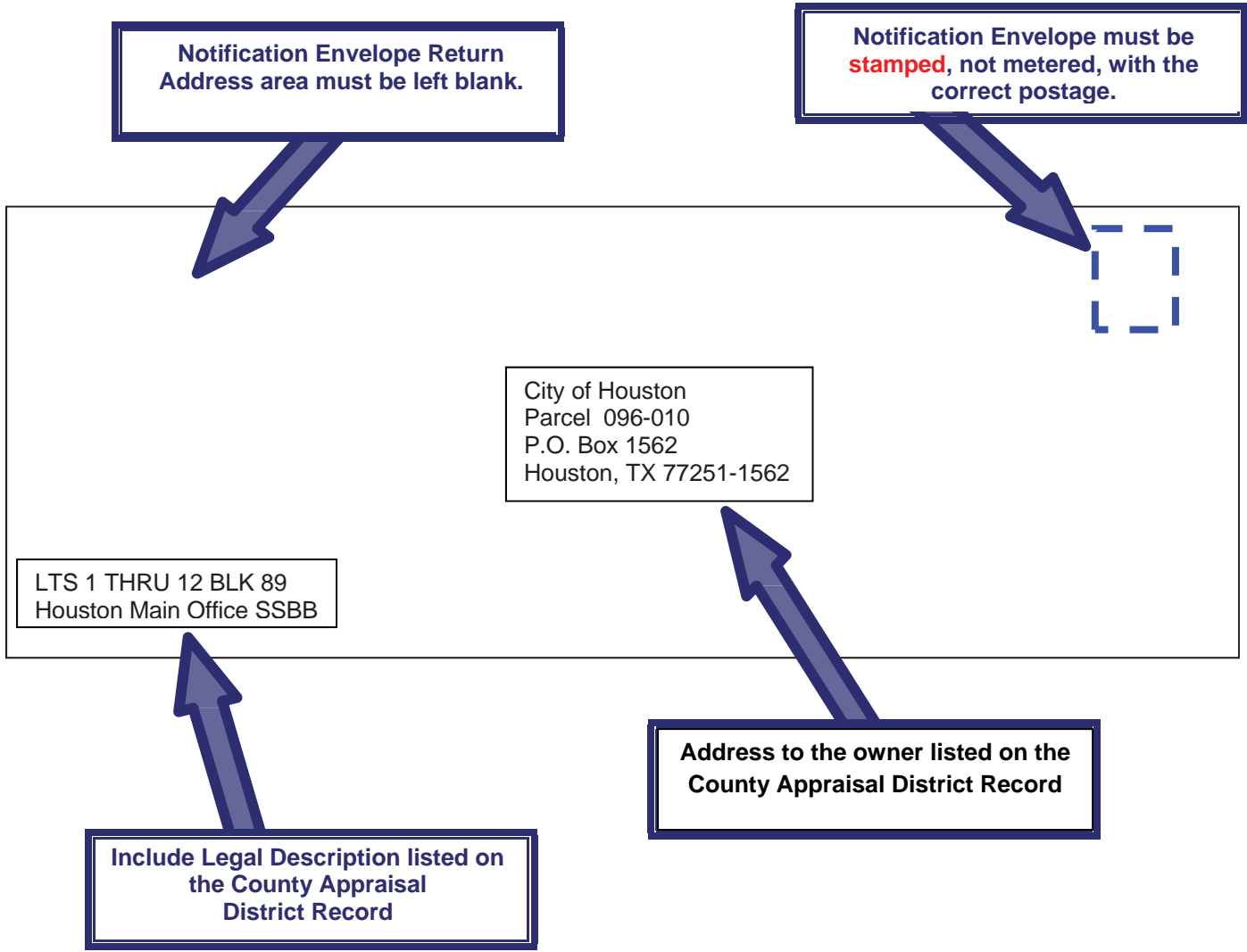
Document "Print Date" must be within 30 days of the application submittal date

REFERENCE GUIDE: PUBLIC HEARING – REPLAT WITH NOTIFICATION

APPENDIX F
(Example: Notification Envelopes)



Envelope Specifications
Size: #10 or 4 1/8" x 9 W"
Weight: 24 lb. Weight of paper is also sometimes called Basis Weight. The weight describes the pounds of a ream of paper, typically consisting of 500 sheets cut to its basic size.
Flap: Commercial/Official  NOT self-sealing



**APPENDIX G-1 LEGAL NOTICE FOR
PUBLIC HEARING WITHOUT VARIANCE OR SPECIAL EXCEPTION**

The Houston Planning Commission has received an application to allow the replatting (or partial replatting) of _____ being all or part of lot _____ block _____ as recorded in Volume _____ Page _____ of the Harris County Map/Deed Records for the purpose of _____. The new subdivision name is _____.

The City will send out written notice of a public hearing to all owners of property within 250' of the boundary of the plat and all parcels along or across from a blockface that abuts any street or private roadway extending 500 feet from the plat as measured along the centerline of any street or private roadway that abuts the boundary of the plat.

You may speak on this replat at the public hearing on _____ at 2:30 p.m. in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby Street, Houston, Texas.

Contact the applicant at _____ or the City of Houston Planning Department at (832)393-6600 for any additional information.

**APPENDIX G-2 LEGAL NOTICE FOR
PUBLIC HEARING WITH VARIANCE OR SPECIAL EXCEPTION**

The Houston Planning Commission has received an application to allow the replatting (or partial replatting) of _____ being all or part of lot _____ block _____ as recorded in Volume _____ Page _____ of the Harris County Map/Deed Records for the purpose of _____. The new subdivision name is _____.

The City will send out written notice of a public hearing with variance(s), or special exception(s) to all owners of property within 250' of the boundary of the plat and all parcels along or across from a blockface that abuts any street or private roadway extending 500 feet from the plat as measured along the centerline of any street or private roadway that abuts the boundary of the plat.

State law allows for protest when the proposed replat requires a variance or special exception. The protest must be filed in writing prior to the close of the public hearing. If owners of 20% of the land area within the original plat boundary that is within 200 feet of the replat protest the replat, approval of the replat must receive an affirmative vote of at least three-fourth (3/4) of the Houston Planning Commission Members present. In computing the percentage of land area for the purpose of protest, streets and alleys are included.

You may speak on this replat at the public hearing on _____ at 2:30 p.m. in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby Street, Houston, Texas.

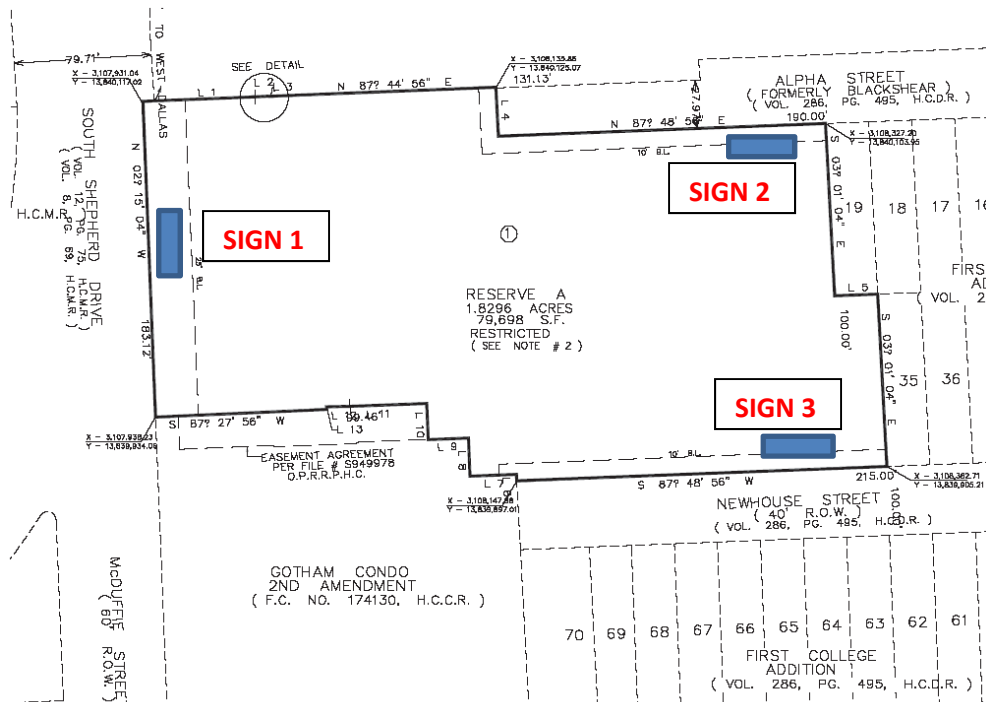
Contact the applicant at _____ or the City of Houston Planning Department at (832)393-6600 for any additional information.

REFERENCE GUIDE: PUBLIC HEARING – REPLAT WITH NOTIFICATION

APPENDIX H Example: Notification Excel Spreadsheet

Owner Line 1	Owner Line 2	Address Line 1	Address Line 2	Owner City	Owner State	Owner Zip	Legal Description	Property Address	Property Zip Code
CITY OF HOUSTON	PARCEL Q96-010	PO BOX 1562		HOUSTON	TX	77251-1562	LTS 1 THRU 12 BLK 89 HOUSTON MAIN OFFICE SSBB	611 WALKER ST	77002
JOHN	DOE	123 ANY ST	APT 10	ANYTOWN	TX	12345-1234	LTS 1, 2 AND 4 BLK 2 ANY SUBDIVISION	123 PROPERTY ST	77002
ANY BUSINESS		324 ANY ST		ANYTOWN	TX	12345-5555	RES A ANY SUBDIVISION	456 BUSINESS ST	77002
...									
..									

APPENDIX I Example: Site Signage Locator Map



APPENDIX J SIGN REQUIREMENTS

- Signs must be posted on the property to be replatted, 16 days before the public hearing.
- The applicant is responsible for e-mailing a picture of the sign to staff once the signs are in place.
- Minimum size: 4' x 8'
- One sign shall be placed within fifteen feet from each right-of-way bordering the site.
- Each sign shall face the R-O-W with print large enough to be legible from the ROW.
- The applicant shall use reasonable efforts to maintain the sign.

**APPENDIX J-1
SIGN FOR PUBLIC HEARING WITHOUT VARIANCE**

NOTICE OF PUBLIC HEARING:

The Houston Planning Commission has received an application to allow the replatting or partial replatting of this property within the subdivision of FULL ORIGINAL SUBDIVISION NAME (LOT #, BLOCK #, recorded in Volume ###, Page ### of the Harris County Map/Deed Records).

THE NEW SUBDIVISION NAME IS: _____

THE REASON FOR REPLAT IS: _____

A public hearing will be held on MONTH, DAY YEAR at 2:30 p.m.
City Council Chamber, City Hall Annex, Public Level 900 Bagby Street, Houston, Texas.

For information regarding this application, please contact:
Applicant's Contact Name with Applicant's Company Name at Telephone Number

-or-

The Houston Planning & Development Department at (832)393-6600

**APPENDIX J-2
SIGN FOR PUBLIC HEARING WITH VARIANCE/SPECIAL EXCEPTION**

NOTICE OF PUBLIC HEARING:

The Houston Planning Commission has received an application to allow the replatting or partial replatting of this property within the subdivision of FULL ORIGINAL SUBDIVISION NAME (LOT #, BLOCK #, recorded in Volume ###, Page ### of the Harris County Map/Deed Records).

THE NEW SUBDIVISION NAME IS: _____

THE REASON FOR REPLAT IS: _____

PROPOSED USE OF THE PROPERTY IS: _____

A VARIANCE or SPECIAL EXCEPTION IS BEING REQUESTED WITH THIS ITEM.

THE VARIANCES REQUESTED ARE AS FOLLOWS: _____

A public hearing will be held on MONTH, DAY YEAR at 2:30 p.m.
City Council Chamber, City Hall Annex, Public Level 900 Bagby Street, Houston, Texas.

For information regarding this application, please contact:
Applicant's Contact Name with Applicant's Company Name at Telephone Number

-or-

The Houston Planning & Development Department at (832)393-6600

APPENDIX K
EXAMPLE: VARIANCE REQUEST FORM



PLANNING &
DEVELOPMENT
DEPARTMENT

VARIANCE
Request Information Form

Plat Name:
 Applicant:
 Date Submitted:

(Sec. 42-47 and Sec. 42-81)

Specific variance is being sought and extent of variance:

Clearly identify the specific requirement for which the variance is being sought and state the extent of the variance. Provide details as to what is required by the ordinance and what is being proposed. Applicants are required to provide sufficient detail to create an overview of the conditions surrounding the request. Information provided below will be used to review the merits of the request.

Chapter 42 Reference:

Identify the section of Chapter 42 the requirement is found. Example: "42-XXX"

STATEMENT OF FACTS:

- (1a) The imposition of the terms, rules, conditions, policies and standards of this chapter would create an undue hardship by depriving the applicant of the reasonable use of the land;

Provide a detailed statement of facts surrounding the variance request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted. [The applicant may provide a state for either (1a) or (1b)]

- (1b) Strict application would make this project infeasible due to the existence of unusual physical characteristics that affect the property in question, or would create an impractical development or one otherwise contrary to sound public policy;

Provide a detailed statement of facts surrounding the variance request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted. [The applicant may provide a state for either (1a) or (1b)]

- (2) The circumstances supporting the granting of the variance are not the result of a hardship created or imposed by the applicant;

Provide a detailed statement of facts surrounding the variance request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.

- (3) The intent and general purposes of this chapter will be preserved and maintained;

Provide a detailed statement of facts surrounding the variance request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.

- (4) The granting of the variance will not be injurious to the public health, safety or welfare;

Provide a detailed statement of facts surrounding the variance request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.

- (5) Economic hardship is not the sole justification of the variance.

Provide a detailed statement of facts surrounding the variance request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.

APPENDIX L
EXAMPLE: SPECIAL EXCEPTION REQUEST FORM



PLANNING &
DEVELOPMENT
DEPARTMENT

SPECIAL EXCEPTION
Request Information Form

Plat Name: [Redacted]
Applicant: [Redacted]
Date Submitted: [Redacted]

(Sec. 42-48 and Sec. 42-82)

Specific requirement for which the special exception is being sought:

Clearly identify the specific requirement for which the special exception is being sought and state the extent of the special exception. Provide details as to what is required by the ordinance and what is being proposed. Applicants are required to provide sufficient detail to create an overview of the conditions surrounding the request. Information provided below will be used to review the merits of the request.

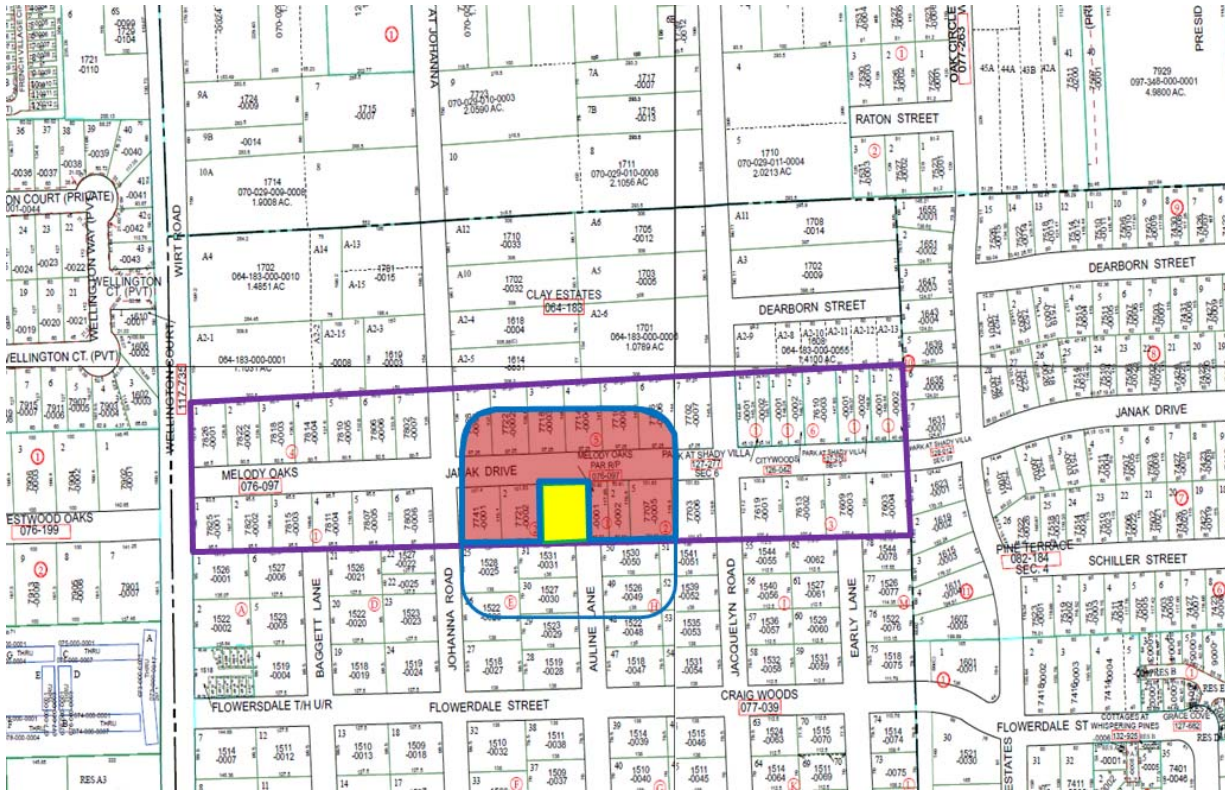
Chapter 42 Reference:

Identify the section of Chapter 42 the requirement is found. Example: "42-XXX"

STATEMENT OF FACTS:

- (1) Special circumstances exist that are unique to the land or the proposed subdivision or development and that are not generally applicable to all other land, subdivision for development in the city or its extraterritorial jurisdiction that justify modification of the standards that would otherwise apply;
Provide a detailed statement of facts surrounding the special exception request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.
- (2) The proposed special exception will achieve a result contemplated by the standard in article III of Chapter 42 (Planning Standards);
Provide a detailed statement of facts surrounding the special exception request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.
- (3) The modification of the standard requested is not disproportionate to the requirement of the standard;
Provide a detailed statement of facts surrounding the special exception request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.
- (4) The intent and general purposes of this chapter will be preserved and maintained; and
Provide a detailed statement of facts surrounding the special exception request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.
- (5) The granting of the special exception will not be injurious to the public health, safety or welfare.
Provide a detailed statement of facts surrounding the special exception request that would meet the abovementioned criteria. Information must be complete and accurate. A simple "yes" and "no" response will not be accepted.

APPENDIX M PROTEST AREA MAP



ORIGINAL PLAT



PROPOSED REPLAT



200' RADIUS



PROTEST AREA QUALIFIED FOR
3/4TH AFFIRMATIVE VOTE OF
PLANNING COMMISSION

APPENDIX N
 PLANNING COMMISSION PARKING MAP

