

## City of Piney Point Replatting Process

**(THIS WORKSHEET IS TO BE USED ONLY AS A GUIDE. ALWAYS REFER TO THE LEGAL REQUIREMENTS PROVIDED BY THE CITY OF PINEY POINT.)**

### Step 1. Seek Preliminary Plat Approval

Meet with the City of Piney Point's Building Official.

Pay Initial Preliminary Plat Fee of \$1,750.00 payable to The City of Piney Point.

Engage Survey Company to provide Preliminary Plat.

Survey company must have a current title report, statement or opinion, title policy or certificate or letter from a title company dated within 30 days prior to the date the final plat is dated and filed with the P&Z. The title company must show date of the examination of records, legal description, name of the owner of record and names of all lien holders. (Meet with survey company to discuss.)

Submit Survey Document of Preliminary Plat to Piney Point Building Official for review by City Engineers (Claunch & Miller-HDR). The applicant must submit the Preliminary Plat to the City Engineer no later than the first Monday of the month for review.

Survey Company & Piney Point coordinate to resolve open issues on Preliminary Plat.

City Engineers approve Preliminary Plat Survey.

Send letter along with a copy of Preliminary Plat to all utility entities requesting a "No Objection Letter" to the Preliminary Plat (PDF attachment of Preliminary Plat is acceptable). Letter must state the reason for the replat.

#### CenterPoint (Gas & Electric)

- Crystal Shrader, Right of Way Technician II (713-207-6380)

#### AT&T

- David Mertz, Manager Engineer Design (281-983-1371)

#### Memorial Village Water Authority (Water & Sewer)

- Mike Montgomery, General Manager (713-465-8318)

#### Comcast

- Hugo Espinosa, Re-Route and Permit Specialist (281-932-9420)

Submit all copies of "No Objection Letters" to Piney Point.

Submit copy of proof of property ownership.

Provide names and addresses of all residents who are within 200 feet of the property being replatted.

Provide a copy of HCAD Plat to show residents within 200 feet of the property

\_\_ Submit copy of HCAD's report on status of property taxes outstanding to show proof no property taxes are outstanding.

**\_\_ All items above must be submitted to Piney Point before a hearing date may be set to be place on the agenda**

\_\_ Piney Point must submit legal notice of preliminary plat to news publication approximately 20 days before Planning & Commission Committee meeting. (City will establish exact deadline for the legal notice submission to news publication.)

\_\_ Legal Notification must be in news publication 15 days prior to the scheduled P&Z meeting.

\_\_ Piney Point approves to set the Preliminary Plat on the agenda for the next Planning & Zoning Commission meeting and issues a date.

\_\_ Submit draft of "Sample Letters to All Residents" within 200 ft of property being replatted for approval.

\_\_ Prepare Certified Return Letters which must be mailed no later than 10 days prior to the P&Z meeting.

The letter must state the fact that it is a preliminary plat request, date, time and place of hearing with an attached copy of the preliminary plat.

Envelopes must be addressed, stamped, stuffed and left unsealed with the return address as the City of Piney Point on the envelope.

In preparation of the Certified Return Receipt:

Sender is: City of Piney Point, 7676 Woodway, Suite 300, Houston, TX 77063

Address to: Must use the required legal mailing address of resident. (This may be different than the physical address of the resident.)

Reference: On the green certified form, you must reference the replat address and the name of the City of Piney Point's contact. (This may be written next to the "Article Number" reference on the green certified form PS Form 3811 provided by the postal service.)

Certified Mail Receipt: The green and white Certified Mail Receipt Form 3800 must be completed with the address of the resident.

Certified Mail Receipt: Each Certified Mail Receipt Form 3800 has an identification number. Before mailing, it is important to reference each identification number to each resident on a separate sheet for future references.

\_\_ Once all Certified Letters are complete, meet with City of Piney Point before mailing. City personnel will verify letters and approve before mailing.

\_\_ Submit signed checklist provided by City of Piney Point for replatting.

\_\_ Provide the City with a copy of each letter along with the list of property owners and the addresses of those notified along with the Certified Mail Receipt reference number.

\_\_ After the Certified Letters are mailed through the post office, submit to the City the Certified Mail green and white receipt.

\_\_ Submit 10 copies a letter addressed to the P&Z Committee requesting a hearing no later than 1:00 p.m., 12 days prior to the scheduled P&Z meeting. Letter must reference the legal description of the property and the reason for the replatting. Letter should also state HCAD's account number and statement that all taxes are paid.

\_\_ Submit 10 copies on 24 by 36 inch paper of the original drawing of the preliminary plat, reproduced on white paper with blue or black lines, each folded to 8 ½ by 14 inches.

Attend Hearing and if approved start final approved process.

\_\_ Survey company prepares final plat.

\_\_ Send letters to utility companies asking for no objection along with copy of final plat attached. (Repeat preliminary plat process with emphasis on final plat.)

\_\_ Send letters to neighbors once given final P&Z hearing date by City of Piney Point Building Official. (Repeat preliminary plat process with emphasis on final plat.)

\_\_ Send letters to P&Z. (Repeat preliminary plat process with emphasis on final plat.)