

## **INSTRUCTIONS TO APPLICANT FOR THE PLANNING & ZONING COMMISSION**

### **THE APPLICANT MUST SUBMIT THE PRELIMINARY AND/OR FINAL PLAT TO THE CITY ENGINEER NO LATER THAN THE FIRST MONDAY OF THE MONTH FOR REVIEW**

The Planning and Zoning Commission hearings are held on the third Monday of each month at the City Offices of Piney Point Village, 7721 San Felipe, Suite 100, Houston, Texas 77063 at 7:00 p.m. Please submit the following information to the Residential Development Specialist at the above address by the Wednesday following the first Monday of the month:

1. A detailed letter to the Commission members explaining the hearing requested. Ten (10) copies of this letter are required.
2. One (1) copy of the preliminary and/or final plat and ten (10) copies of a reduced to scale drawing of the plat.
3. A simple letter of invitation to all residents or property owners within 200 feet of the property lines involved in this requested hearing. The letter must state the request, date, time and place of hearing. Envelopes for these letters must be addressed, stamped, stuffed, and left unsealed. **IMPORTANT:** RETURN ADDRESS ON THESE ENVELOPES MUST BE – CITY OF PINEY POINT VILLAGE, 7721 San Felipe, Suite 100, Houston, Texas 77063-1616. An extra copy of this letter must be submitted with a list of property owners and addresses of those notified.
4. The attached form must be completed and submitted with application.

If you have any question, please call the city office at 713/782-0271 and ask for the Building Department.

**TO: CHAIRMAN, PLANNING AND ZONING COMMISSION  
CITY OF PINEY POINT VILLAGE**

\_\_\_\_\_ I have reviewed the current city ordinances pertaining to requirements for subdividing the captioned property and have to the best of my efforts and knowledge prepared (or had prepared by proper authority) the preliminary and/or final platting substantially in compliance with such ordinances.

\_\_\_\_\_ I have met with the City Engineer for his suggestions concerning the engineering aspects of this proposed platting and he has indicated the plat is ready for presentation to the committee subject to the following:

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

\_\_\_\_\_ I have paid in advance the proper fees to the City of Piney Point regarding the platting of said property and show in evidence of such the following:  
Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

\_\_\_\_\_ Ten copies of each: a brief description letter of information and a reduced to scale drawing, have been presented to the Residential Development Specialist as per instruction, for mailing to the Commission members.

\_\_\_\_\_ I have complied by properly notifying all property owners within 200 feet of the proposed subdivision.

\_\_\_\_\_ I have further properly notified all lot owners in the subdivision for which I am applying for a resubdivision of lot or lots, said subdivision being one for which this Village Authority earlier approved the platting and/or replatting.

\_\_\_\_\_ I understand that unless I can show substantial evidence of the above required preliminary action that the Commission will not be prepared to conclude a hearing on this matter at the appointed meeting date.

Name \_\_\_\_\_  
Signed Printed

Street Address of Property \_\_\_\_\_

In Capacity of: \_\_\_\_\_ Owner \_\_\_\_\_ Engineer \_\_\_\_\_ Other

**THIS FORM MUST ACCOMPANY PRELIMINARY/FINAL PLAT FOR PRESENTATION TO THE COMMISSION.**