



Brazoria County

Application for Property Adjustments

RECEIVED:

This application must be completed for all requests that are exempt from Platting. In order for this request to be reviewed, the application must be filled out *in its entirety* and be submitted to the Brazoria County Engineers Office at 451 N. Velasco, Ste. 230 Angleton, Texas 77515, or emailed to engineer-development@brazoriacountytx.gov. For questions concerning this application, please contact the Engineering Department at (979) 864-1265.

This application will expire after 6 months due to applicant activity – at that point – you will need to submit a new application and possibly new exhibits for any land reconfiguration.

SECTION I. Property Owner Information

Name: _____ **Phone:** _____

Name: _____

Owner Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

My signature acknowledges my request to the County Engineer, Matt Hanks, for an exception from the Brazoria County Subdivision Regulations.

Mailing Address: _____

E-mail Address: _____

Purpose:

- Combine lots – *See Section II.*
- Divide lot – *See Section III. - You may not create more than 4 lots*
- Adjust Lot Lines – *See Section III.*
- Divide with Exemption – *See Section III - You may not create more than 4 lots nor create an easement or road*
- Family Division - Gift Deeded to _____ (Grandchild, Child, Sibling, In-Law, etc.) - *You may not create more than 4 lots nor create an easement or road – See Section IV.*

Property Information

Acreage: _____

Site Address or Legal Location, Abstract, CR #: _____

Property ID#: _____

Tax Account #: _____

Number of Structures: _____ Mobile Homes: _____ Other homes: _____

Business or other structure with restrooms: _____

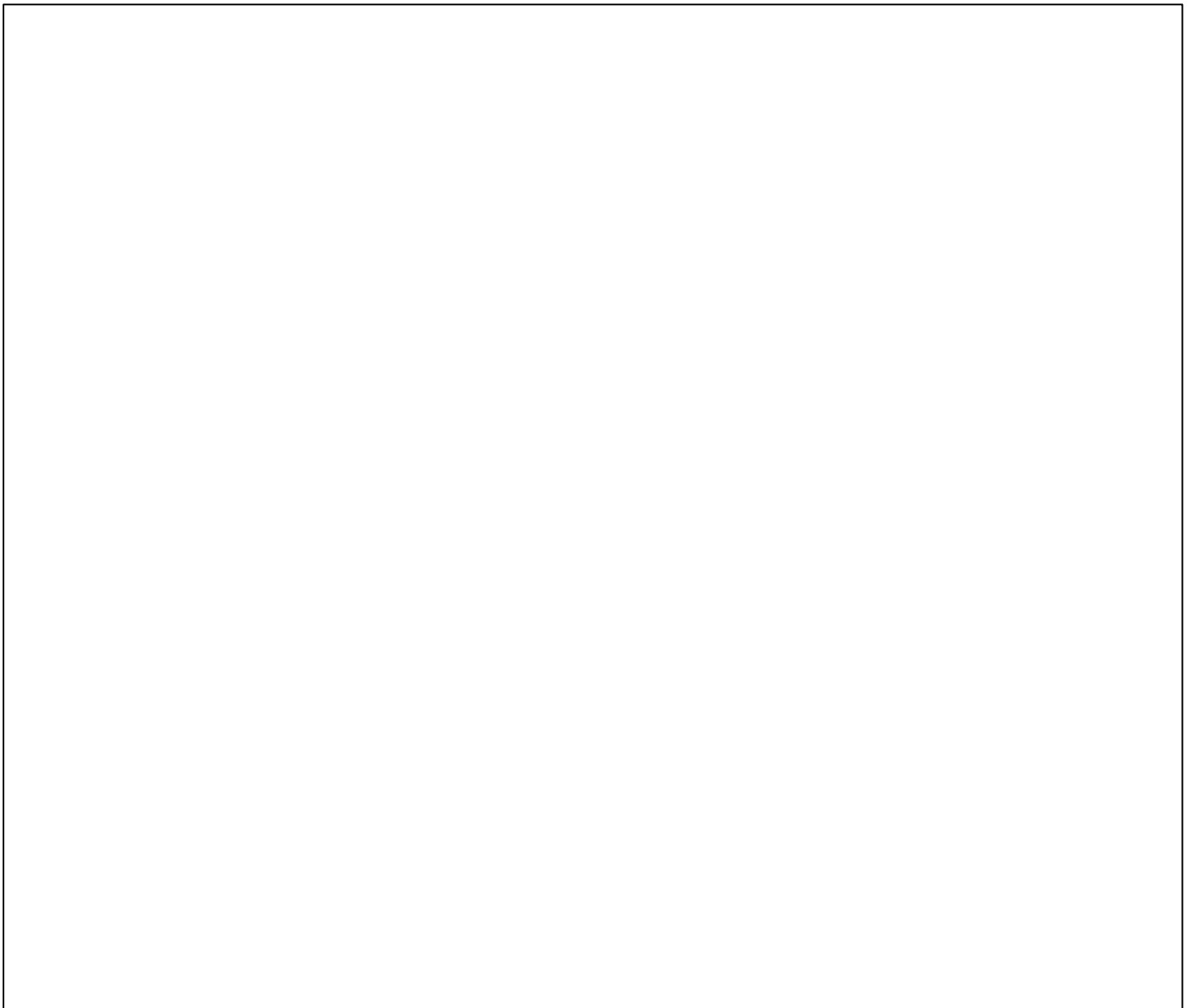
Private Water Well check: **YES** or **NO**

Public Water System MUD or Provider: _____

Please provide a sketch of your plans below:

- Include your **best estimate** for lengths, widths, and **acreage** in the diagram.
- *All lots must have 80' frontage along a public right of way.* Shared driveways *do not* qualify as road frontage.
- *All structures with water and/or septic (restrooms)*
- *Location of Septic (S), Spray Head location *, spray radius or field lines*
- *Location of Water Wells (W) (indicate separation distance between Well and Septic)*

Property ID – _____



(S) Septic Tank (W) Water Well - - - - - Septic Lines *Spray Head add circle radius

Public Information for Property Adjustments

To determine the process that you will need to follow, please reference the section number listed next to your selected option under the “Purpose” section on page one of the application. You will be contacted once your completed application has been received by our Development Team.

New Application Submissions will receive a confirmation of receipt within 10 Business Days.

SECTION II. Lot Combinations

Combinations may not result in land-locked tracts – this includes neighboring tracts.

Preliminary Steps for Submittals

- Completed application – Pg. 1 filled out *completely* and signed by all owners on deed
- One (1) paper copy of the preliminary proposed reconfiguration – i.e. a ‘sketch’
 - ➔ Completed on Pg. 2
- One (1) copy of the official recorded deed(s) – may be obtained from the County Clerk’s office

Final Steps for Submittals

- One (1) copy of final survey of the desired adjustment(s) with corresponding legal description
 - ➔ Total acreage and new lot name *must* be notated within each desired lot
 - ➔ Each desired lot must be outlined and labeled clearly
- Original tax certificates – All taxes paid on tract

SECTION III. Divisions or Adjusting Tract Lines

You may not create more than 4 new lots and each lot must be 1 acre or more in size if no public water services provided.

Preliminary Steps for Submittals

- Completed application – Pg. 1 filled out completely and signed by all owners on deed
- One (1) paper copy of the preliminary proposed division – i.e. a ‘sketch’
 - ➔ Completed on Pg. 2
- One (1) copy of the official recorded deed(s) – may be obtained from the County Clerk’s office

Final Steps for Submittals

- One (1) copy of final survey of the desired adjustment(s) with corresponding legal description
 - ➔ Total acreage and new lot names must be notated within each desired lot
 - ➔ Each desired lot must be outlined and labeled clearly
- Original tax certificates – All taxes paid on tract
- Letter of No Objection from Environmental Health Department – *Application forwarded from Engineering*
- Letter of No Objection from Drainage District – *Applicant must obtain directly from Drainage District*

SECTION IV. Family Exceptions

You may not create more than 4 new lots

- Completed Application – Pg. 1 filled out completely and signed by all owners on deed
 - One (1) paper copy of the preliminary proposed conveyance – i.e. a ‘sketch’ or survey
 - ➔ Completed on Pg. 2
 - One copy of the official recorded deed of *current* landowner
 - One copy of the official recorded *Gift deed* stating it will be conveyed to family member
- Record the letter and Affidavit provided by the Engineers office at the County Clerk’s office

STEPS TO RECORD DOCUMENTS - (For Sections II and III)

- Applicant(s) meet the County Engineer’s representative to sign and notarize Affidavit
- Applicant(s) record notarized Affidavit, Exhibits, and any other required documentation in the County Clerk’s office
 - Official Copy of Court Order – *to be purchased from County Clerk’s office*
 - Affidavit – *to be provided by the Engineers office*
 - Exhibits (i.e. Survey(s) and Metes and Bounds) – *Included with Affidavit from Engineers office*

If you have questions concerning the processes outlined in this application; feel free to contact the County Engineers office by phone at (979) 864-1265 or by e-mail at engineer-development@brazoriacountytx.gov.