



Brazoria County

RECEIVED: _____

Application for Property Adjustments

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@brazoria-county.com. For questions concerning this application, please contact the Engineering Department at (979) 864-1265.

This application will expire after 6 months due to applicant inactivity. 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:** _____

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 a lot(s) – *See Section III. - You may not create more than 4 new lots – Platting Required*
- Adjust Lot Lines – *See Section III.*
- Divide for Tax Purposes – *See Section III - You may not create more than 4 new lots – Platting Required*
- Family Division - Gift Deeded to _____ . (Grandchild, Child, Sibling, In-Law, etc.) – *See Section IV.*

Please provide a sketch of your plans below:

Include your best estimate for lengths, widths, and acreage in the diagram. **All lots must have proper road frontage (60'), and access to a publicly maintained road.** Shared driveways **do not** qualify as road frontage.

Brief description of the property – Acreage, Location, Abstract, CR #, Property ID#, Tax Account #, etc.

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.

Please allow up to 10 Business Days for this application to be processed.

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*
- One (1) paper copy of the preliminary proposed reconfiguration – i.e. a ‘sketch’
 - ➔ Completed on Pg. 1
- One (1) copy of the official deed– obtained from the County Clerk’s office

Final Steps for Submittals

- One (1) copy of final survey of the desired adjustment(s)
 - ➔ Total acreage *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*
- One (1) paper copy of the preliminary proposed division – i.e. a ‘sketch’
 - ➔ Completed on Pg. 1
- One (1) copy of the official deed– obtained from the County Clerk’s office

Final Steps for Submittals

- One (1) copy of final survey of the desired division(s) or adjustment(s)
 - ➔ Total acreage *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 – *Applicant must obtain*
- Letter of No Objection from Drainage District – *Applicant must obtain*

SECTION IV. Family Exceptions

You may not create more than 4 new lots

- Completed Application – Pg. 1 filled out *completely*
- One (1) paper copy of the preliminary proposed conveyance – i.e. a ‘sketch’
 - ➔ Completed on Pg. 1
- One copy of the official deed of *current* landowner
- One copy of the official *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 meets the County Engineer’s representative to sign and notarize Affidavit
- Applicant takes notarized Affidavit, Exhibits, and any other required documentation to the County Clerk’s office to record
 - Official Copy of Court Order – *to be purchased from 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@brazoria-county.com.