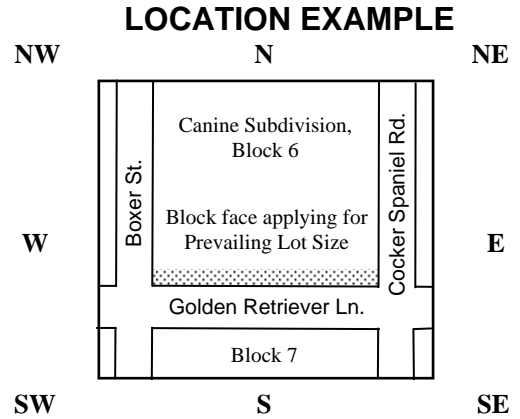
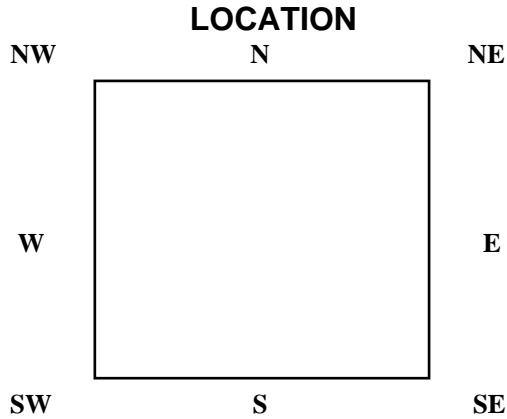


## PREVAILING LOT SIZE APPLICATION

To expedite this application, please complete entire application form.

*Staff will complete shaded items.*



**1. BOUNDARY:**

Block no.: \_\_\_\_\_  
 Lot nos.: \_\_\_\_\_  
 Subdivision name: \_\_\_\_\_  
 Street name & side: \_\_\_\_\_  
 Lot(s) Address: \_\_\_\_\_  
 Odd/Even Addresses: \_\_\_\_\_

**BOUNDARY EXAMPLE:**

Block 6  
 Lots 1-5  
 Canine Subdivision  
 North side of Golden Retriever Ln.  
 800 Address Block Golden Retriever Ln.  
 Odd Addresses

**2. PROJECT INFO.:**

File no.:	<div style="border: 1px solid black; background-color: #cccccc; width: 90%; height: 15px;"></div>	Census Tract:	<div style="border: 1px solid black; background-color: #cccccc; width: 90%; height: 15px;"></div>
Lambert:	<div style="border: 1px solid black; background-color: #cccccc; width: 90%; height: 15px;"></div>	Zip Code:	_____
Key Map:	_____	School Dist.:	_____
S Neigh:	<div style="border: 1px solid black; background-color: #cccccc; width: 90%; height: 15px;"></div>	City Council Dist.:	_____
TIRZ:	<div style="border: 1px solid black; background-color: #cccccc; width: 90%; height: 15px;"></div>	Co. Comm. Prct.:	_____

**3. CONTACTS:**

Applicant: _____			
Address: _____		Phone: _____	Fax: _____
City: _____		State: _____	Zip: _____
Other: _____			
Address: _____		Phone: _____	Fax: _____
City: _____		State: _____	Zip: _____

**4. SUBMITTAL REQUIREMENTS**

**PVLS**

- |  |                          |
|--|--------------------------|
| Completed application form   | <input type="checkbox"/> |
| Map showing the address and land use of all lots within boundary (from www.hcad.org) | <input type="checkbox"/> |
| Data showing the actual size of each lot   | <input type="checkbox"/> |
| Signed petition  | <input type="checkbox"/> |
| Evidence of support from the property owners within the boundary                     | <input type="checkbox"/> |
| Copy of deed restrictions and signed affidavit attesting status                      | <input type="checkbox"/> |

## PREVAILING LOT SIZE

The requirements for the preservation of prevailing lot size are found in the Code of Ordinances, City of Houston, Sec. 42-213. Attached are copies of the **Prevailing Lot Size Application Form**, a **Petition** sample, an **Evidence of Support** sample, a **Deed Restriction** affidavit, and a sample notification sign.

A completed application package shall include the information listed under item **4. SUBMITTAL REQUIREMENTS**. This package must be delivered or e-mailed as a PDF file to the Planning and Development Department, Development Services Division, on any working day during working hours.

Within ten (10) days of receipt of the completed application package, the director of the Planning and Development Department will notify in writing the property owners within the proposed special lot size requirement area that an application has been received. An application is not complete until a review by planning staff makes the determination. If any information is missing or incorrect, the applicant will be notified and offered an opportunity to submit the requested information. The applicant shall also provide notice by posting signs within the PVLS boundary area. Any owner of property wishing to protest against the establishment of the special lot size application will have up to fifteen (15) days from the date of the notice letter to file a written protest with the Planning and Development Department.

If all criteria are met and there are no protesters, the Director may administratively approve the application and take the appropriate steps to refer the application to the City Council.

If there are protests, or if the application does not meet all of the relevant criteria, the Director will not administratively approve the application, and will promptly refer the application to the Planning Commission. Within thirty (30) days of the referral, the Planning Commission shall conduct a public hearing during a regularly scheduled Commission meeting regarding the application. The director shall give written notice to each owner of property within the proposed special lot size requirement area of the pending public hearing.

The public may present comments in person or in writing at the public hearing. At the end of the public hearing, the Commission shall consider whether to recommend that the City Council establish the special lot size requirement area. If the Commission decides to recommend that the City Council establish the special lot size requirement area, the Director shall take the appropriate steps to refer the application to the City Council. Should the Commission deny the special lot size requirement area application, the decision of the Commission shall be final.

### To CONTACT US:

#### Location

City of Houston  
Planning and Development Dept.  
Development Services  
611 Walker Street, Sixth Floor

#### Mailing Address

City of Houston  
Planning and Development Dept.  
Development Services  
P. O. Box 1562  
Houston, Texas 77251-1562

**Telephone:** 713-837-7701 or 713-837-7702

**Fax:** 713-837-7923

**Web site:** <http://www.houstontx.gov/planning/index.html>

## PETITION SAMPLE

(Date)

I, (name of petitioner), owner of property within the proposed boundaries of the special minimum lot size requirement area, specifically, Block (xx), Lot (yy), of (name of subdivision), do hereby submit this petition as prescribed by the Code of Ordinances, City of Houston, Sec. 42-213. With this petition and other required information, I request to preserve the character of the existing lot sizes for Block (xx), Lot(s) (yy) in (name of subdivision) through the application of and creation of a special minimum lot size requirement area.

(Signature of petitioner)

(Printed name of petitioner)

Petitioner

EVIDENCE OF SUPPORT
SAMPLE

Listed below is evidence by the owners of property within the proposed boundaries of the special minimum lot size requirement area, or their authorized agent, who support the request to preserve the character of the existing lot sizes for Blocks xx, Lot(s) xx in (name of subdivision) through the application of and creation of a special lot size.

A special minimum lot size is determined by the most frequently occurring lot size within a special minimum lot size area. The application data identifies lot sizes range from \_\_\_\_\_ to \_\_\_\_\_ feet. The special minimum lot size shall be determined by the City Council by adopting an ordinance.

By signing this evidence of support, I hereby represent: (1) that I am the owner or the owner's authorized agent of the property with respect to which I have affixed my signature, and (2) I support the petition of (name of petitioner) to create a special minimum lot size requirement area for Block (xx), Lots (yy) in (name of subdivision).

1)
Printed Name Address Telephone

Signature Date

2)
Printed Name Address Telephone

Signature Date

3)
Printed Name Address Telephone

Signature Date

4)
Printed Name Address Telephone

Signature Date

## EVIDENCE OF SUPPORT SAMPLE (cont.)

5)

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Printed Name	Address	Telephone
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Signature	Date
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6)

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Printed Name	Address	Telephone
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Signature	Date
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7)

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Printed Name	Address	Telephone
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Signature	Date
-----------	------

8)

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Printed Name	Address	Telephone
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Signature	Date
-----------	------

9)

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Printed Name	Address	Telephone
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---

Signature	Date
-----------	------

10)

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Printed Name	Address	Telephone
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Signature	Date
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**SPECIAL LOT SIZE REQUIREMENT AFFIDAVIT**

I am eighteen years of age or older, of sound mind and capable of making this affidavit. I have personal knowledge of the facts set forth in the affidavit each of which is true and correct.

Initial (1), (2), or (3) as applicable:

- 1. \_\_\_\_\_ I affirm that all the property in the proposed Lot Size Area do not have deed restrictions (the land is unrestricted).
- 2. \_\_\_\_\_ I affirm that some or all of the properties have deed restrictions, however, the deed restrictions do not address minimum/maximum lot sizes.
- 3. \_\_\_\_\_ I affirm that some of the properties have deed restrictions that address lot size; however, at least one of the properties in the application is not restricted for lot size.

I have read the above affidavit and all statements therein are true and correct.

---

Applicant Signature Date

---

Applicant Printed name Address

---

Texas Drivers License or I.D. Number

## Sign Requirements

The **applicant** is responsible for posting (2) signs within the boundary of the proposed prevailing lot size area within 10 days of a complete application. The Planning and Development Department will inform the applicant of a completed application to post signs. (See "sample sign" below). A sign (minimum size: 2' x 3') shall be placed within fifteen feet **from each right-of-way (ROW)** bordering the site. Each sign shall face the ROW with print large enough to be legible from the ROW. The applicant is responsible for contacting staff once the signs are in place. The applicant shall use reasonable efforts to maintain the signs to the end of the process.

SAMPLE SIGN

3'-0"

**NOTICE OF  
PREVAILING LOT SIZE AREA APPLICATION:**

The Planning and Development Department has received an application for the establishment of a prevailing lot size area (ordinance 42-213) for Golden Retriever (north side) between Boxer Street and Cocker Spaniel Road. A special minimum lot size is determined by the most frequently occurring lot size within a special minimum lot size area.

Contact the Houston Planning and Development Department at (713) 837-7701 for information, or call the applicant at 713 \_\_\_\_\_

2'-0"