



## ***Special Minimum Lot Size Block (SMLSB) Application Renewal***

Dear Applicant:

You are taking the first step toward continuing to preserve the lot size character of your block. The Planning and Development Department staff will help you determine if your application qualifies for this renewal and can assist you in completing the application process. If approved, an ordinance will be created for your application that preserves the lot size character of your block.

This application packet includes:

- a Special Minimum Lot Size Block (SMLSB) Renewal Application
- a list of Submittal Requirements and a sample of the notification signs
- a set of Frequently Asked Questions

It is recommended, but not required, that applicants meet with a staff person for a preliminary meeting before an application is submitted, allowing staff to review eligibility requirements for renewal applications. Renewal applications shall only be accepted by the Planning and Development Department no earlier than two years before the expiration of the ordinance establishing the special minimum lot size requirement.

A complete application must include all items listed in the submittal requirements on page 4 of this packet. A complete application package must be mailed or hand-delivered during standard business hours to:

Planning and Development Department  
Attn: Community and Regional Planning  
611 Walker Street, 6th Floor  
Houston, TX 77002

A step by step guide is provided in this packet. Contact the Community and Regional Planning division at (832) 393-6600 with any questions or to schedule a meeting prior to submitting an application. More information can be found on [www.houstonplanning.com](http://www.houstonplanning.com). Thank you for your interest and we look forward to meeting with you soon.

Persons with disabilities that need assistance with the requirements of this application may contact the Mayor's Office of People with Disabilities (MOPD) at 832-394-0847 or [mopdmail@houstontx.gov](mailto:mopdmail@houstontx.gov)

¡ATENCIÓN! Si necesita ayuda en español o gustaría recibir más información acerca de este asunto, comuníquese al número 832-393-6659.



## *Special Minimum Lot Size Block (SMLS B) Renewal Application: Frequently Asked Questions*

### **Special Minimum Lot Size Block Renewal: Frequently Asked Questions**

#### **What is a Special Minimum Lot Size Block (SMLS B) Renewal application, what does it mean, and who created the boundary?**

A SMLS B Renewal application provides property owners an opportunity to continue preserving the lot size character of a blockface, or blockfaces. This means lots within the original application area must be greater than or equal to the established Special Minimum Lot Size. The application is submitted by a property owner within the application area, or a representative of an entity in your neighborhood.

#### **Can the existing SMLS B change with the renewal application?**

The purpose of the SMLS B Renewal application is to extend the protections of the existing Minimum Lot Size Block designation. The same boundary and minimum lot size requirement will remain the same if the application is renewed. For example, if a 5,000 square foot special minimum lot size was established for your block, no lots will be able to divide into any size less than 5,000 square feet for another 20 years once the SMLS B renewal is approved by City Council.

#### **What can I build on my lot?**

SMLS B applications approved prior to the 2007 amendments to Chapter 42 do not have a restriction on land use and only restrict the size of lots. An application to renew will only continue the existing restriction on lot size. A Special Minimum Lot Size Ordinance does not determine the physical design of buildings. Please note that deed restrictions may already be imposed on your neighborhood. In those cases, the more restrictive of either the proposed lot size or deed restrictions will be applied to the property.

#### **How can I establish land use restrictions if my current SMLS B only restricts lot size?**

Applicants interested in land use protections under the current Special Minimum Lot Size ordinance should contact the Planning and Development Department to learn more about the requirements to submit a new application.

#### **Can I add a porch or rebuild my home/commercial/multifamily property?**

Yes, you are allowed to rebuild, improve or add to your home, commercial, or multifamily building. A Special Minimum Lot Size Ordinance does not determine the physical design of buildings. Please note that deed restrictions may already be imposed on your neighborhood. In those cases, the more restrictive of either the proposed lot size or deed restrictions will be applied to the property.

#### **What will happen to my commercial/multi-family property if the Special Minimum Lot Size application is renewed?**

If you have a commercial/multi-family property it will remain commercial/multi-family. If you decide to subdivide your property, any lots that are created would need to meet the special minimum lot size.

#### **What happens next in the application process?**

An applicant for the Special Minimum Lot Size Block renewal will submit a completed application packet. You may choose to support this application by signing the recommended Evidence of Support page prior to its submittal. Planning and Development Department staff will review the application and notify residents within the application area that a complete application was submitted.

#### **What if I disagree with this application?**

Notification sent to property owners will indicate a 30-day protest period allowing property owners to file a written protest with the Planning and Development Department. If a SMLS B renewal application receives a protest from a property owner within the block, the application will be referred to the Houston Planning Commission.

#### **What happens at Planning Commission?**

At Planning Commission, there will be a public hearing where you will have an opportunity to speak. The Planning Commission will approve or deny the application. If approved, the application will be forwarded to City Council.

#### **What happens after City Council?**

If City Council approves the application to renew, the Minimum Lot Size Block designation will be extended for 20 years.

Si necesita ayuda en español o gustaría recibir más información acerca de este asunto, comuníquese al número 832-393-6659.



## Special Minimum Lot Size Block (SMLSB) Renewal Steps

- **Step 1: Meet with Staff of the Planning and Development Department (Optional)**  
Applicants may choose to meet with Planning and Development staff before submitting an application. At the meeting the applicant should bring a map with the proposed boundary and a copy of any existing deed restrictions. To schedule a pre-submittal meeting, contact Community and Regional Planning at (832) 393-6600.
  - **Step 2: Submit a Complete Application**  
A complete renewal application package must be mailed through US Postal Service or hand delivered to the Planning and Development. If the application is determined to be incomplete, it will be returned with an explanation of what is needed to make it complete. Within two (2) business days, Planning and Development staff will contact the applicant(s) regarding whether their application is accepted or rejected. If the application is rejected, staff will provide an explanation of any necessary revisions.
  - **Step 3: Application Review and Notification Signs**  
A renewal application will be added to an updated list on the Planning and Development Department's website within two (2) business days after an application is accepted. Planning and Development staff will review the application, and within 30 business days, determine if the application meets eligibility requirements. After it has been determined that the application meets eligibility requirements, staff will notify the applicant(s) with a letter providing instructions for the posting of notification signs within the renewal application boundary area. Signs are to be posted within 10 days of the date of the letter.
  - **Step 4: 30-Day Protest Period**  
Within 15 days of receiving a complete renewal application, the Planning and Development Department will send notification to property owners within the proposed boundaries, as well as the District Council Member. The notifications will include instructions on how property owners may object to this designation. Any objections must be made in writing within 30 days of the date of the notice.
  - **Step 5: Department Review of Protest Responses**  
At the end of the thirty days, one of the following actions will occur:
    - the application will be sent to the City Council if it has no objections, or
    - the application will be sent to the Planning Commission for a public hearing if receives any objections
- A notification letter will be sent to property owners no less than 15 days before the Planning Commission hearing date. Applications recommended for approval by the Commission will be forwarded on to City Council. Applications denied by the Commission will not be forwarded to City Council.
- **Step 6: Attend the Planning Commission Public Hearing**  
A letter indicating the time, date and place of the Planning Commission meeting will be sent to all property owners within the proposed SMLSB renewal application. Members of the public may present comments about the SMLSB at the public hearing. After the public hearing, the Commission will consider whether or not to recommend that City Council renew the SMLSB. If the Commission recommends that City Council renew the SMLSB, the Planning and Development Director will refer the application to City Council. If the application is denied, the decision of the Commission will be final.
  - **Step 7: City Council Action**  
City Council will consider all Special Minimum Lot Size Block renewal applications that are recommended for approval by the Planning Commission. City Council action to approve or deny the designation renewal is final. Persons wanting to address City Council during the public comment session of the meeting should contact the City Secretary at (832) 393-1100 or [citysecretary@houstontx.gov](mailto:citysecretary@houstontx.gov).

**IMPORTANT NOTICE: WE WILL NOT ACCEPT APPLICATIONS THAT ARE SENT THROUGH EMAIL OR FAX**



# Special Minimum Lot Size Block (SMLSB) Renewal Application

## Main Applicant Information (required)

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Are you a property owner within the application boundary? YES  NO  If no, what is your relation to the application boundary? \_\_\_\_\_

Did you have a preliminary meeting with the Planning and Development Department? YES  NO  If yes, what was the date of the meeting? \_\_\_\_\_

Does the application boundary have deed restrictions? YES  NO  If yes, do they address a Minimum Lot Size? \_\_\_\_\_

Describe the location of the application boundary. (Example: "North side of Golden Retriever Drive between Boxer and Schnauzer Streets" or "Block 15, Lots 1-5, in Cocker Spaniel Subdivision")

Signature of applicant: \_\_\_\_\_

## Alternate Applicant Information (optional)

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Signature of alternate applicant: \_\_\_\_\_

## Application Information (STAFF USE ONLY)

File Number: \_\_\_\_\_  
File Number renewed: \_\_\_\_\_  
City Council District: \_\_\_\_\_

Super Neighborhood: \_\_\_\_\_  
Planner Assigned: \_\_\_\_\_



# Special Minimum Lot Size Block (SMLSB) Renewal Application: Submittal Requirements & Signs

## Submittal Requirements (Please check and complete)

Completed application form (page 3)	<input type="checkbox"/>
Copy of deed restrictions, if applicable***	<input type="checkbox"/>
Sample of Notification Sign (page 4)	<input type="checkbox"/>
Map or sketch showing the address, land use and size of all lots within boundary area	<input type="checkbox"/>

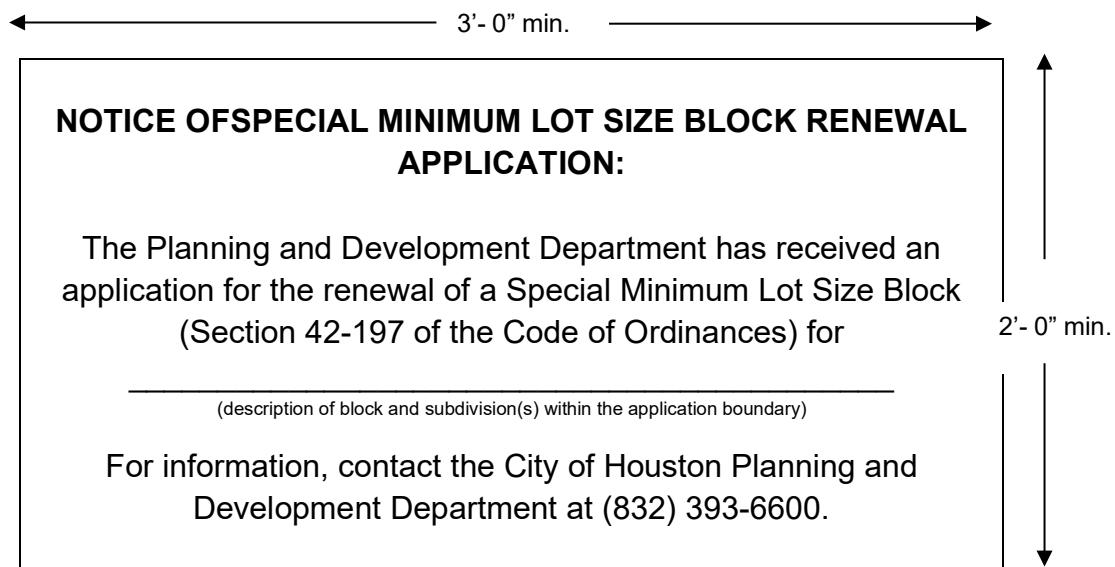
**\*\*\*DISCLAIMER:** The Planning Department reviewed the deed restrictions you submitted for your subdivision and noted no language addressing a minimum lot size or minimum lot line requirement. As such, revisions to Chapter 42 of the City of Houston Code of Ordinances extending the minimum lot size and minimum building line requirements to neighborhoods within the corporate boundaries of the City of Houston that do not have a minimum lot size or minimum building line established in their deed restrictions are applicable to your subdivision. It's important to understand, however, Planning's review and decision regarding the eligibility of your subdivision to avail itself of the protections set forth in Chapter 42 of the City of Houston Code of Ordinances is based solely on the instruments you have provided and which purport to be the most recent, valid version of your subdivision's deed restrictions. The City of Houston is making no assurances or representations regarding the actual validity of your deed restrictions. You should consult with a private attorney if you have any questions or concerns about your deed restrictions.

## Supplemental Materials (Recommended)

Evidence of support signed by lot owners within the boundary area (page 7)	<input type="checkbox"/>
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## Sample Notification Sign (Fill in the blank)

The applicant is responsible for obtaining and posting a minimum of two (2) signs per blockface within the boundary of the proposed Special Minimum Lot Size Block within ten (10) days of written notice from the Planning and Development Department. Planning and Development staff may approve an alternative number of signs for the application of a Special Minimum Lot Size Area upon determining that the signs will provide sufficient notice within the application area. Each sign shall be at least two feet by three feet (2' x 3'), face the street, and be legible from the street. Applicants are responsible for contacting Planning and Development Staff once the signs are posted. The applicant shall use reasonable efforts to maintain the signs until the Planning and Development Director or the Houston Planning Commission has approved an application. Applicants shall include the name of each subdivision in the application on the notification sign.





# *Special Minimum Building Line Block (SMBLB) Renewal Application: Evidence of Support (Recommended)*

## **Evidence of Support for a Special Minimum Building Line Block Renewal**

*Below are signatures of property owners within the proposed Special Minimum Building Line Block boundary who support the request to preserve the character of the existing lot sizes and the creation of a Special Minimum Building Line Block for the following area: (Example: "Winter Lane, north and south sides, between Spring Avenue and Summer Avenue" or "Block 15, Lots 1-5, in Four Seasons Subdivision")*

By signing this evidence of support, I hereby represent:

- (1) That I am the lot owner or representative of the property listed with my signature, and
- (2) I support the petition to create a Special Minimum Building Line Block.

<b>Property Owner (Please Print Name):</b>	<b>Address:</b>	
<b>Signature:</b> X	<b>Date:</b>	<b>Telephone:</b>
<b>Property Owner (Please Print Name):</b>	<b>Address:</b>	
<b>Signature:</b> X	<b>Date:</b>	<b>Telephone:</b>
<b>Property Owner (Please Print Name):</b>	<b>Address:</b>	
<b>Signature:</b> X	<b>Date:</b>	<b>Telephone:</b>
<b>Property Owner (Please Print Name):</b>	<b>Address:</b>	
<b>Signature:</b> X	<b>Date:</b>	<b>Telephone:</b>
<b>Property Owner (Please Print Name):</b>	<b>Address:</b>	
<b>Signature:</b> X	<b>Date:</b>	<b>Telephone:</b>

For any questions on Special Minimum Building Line Block Renewal, call the Planning and Development Department at (832) 393-6600, or visit the department's website at [www.houstonplanning.com](http://www.houstonplanning.com).

¡ATENCIÓN! Si necesita ayuda en español o gustaría recibir más información acerca de este asunto, comuníquese al número 832-393-6659



## Special Minimum Lot Size Block Renewal: Public Information Request Form

### How can applicants or property owners stay updated as to the status of an application?

Applicants or property owners within a Special Minimum Lot Size Block can receive information about an application, including who is applying for the renewal. Please see the page below to request this information from our department's Public Information Office. You can also find this form at [www.houstonplanning.com/Forms/](http://www.houstonplanning.com/Forms/).



## Planning & Development Department

Public Information Office  
611 Walker Street / 6th Floor Houston, TX 77002  
FAX (832) 393-6661

Email [Patricia.Benavides-Foley@houstontx.gov](mailto:Patricia.Benavides-Foley@houstontx.gov)

### Public Information Request Form

Date: \_\_\_\_\_

I \_\_\_\_\_, under the Public Information Act request

(Please Print Name Clearly)

the following documents:

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**NOTE: The Planning and Development Department does not have records relating to building permits, code violations, flooding, property inspections or certificates of occupancy. Please direct those requests to the Public Works and Engineering Department.**

### REQUESTOR INFORMATION

*Must be filled out completely*

**PLEASE PRINT**

Customer/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_(\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_) \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: The Planning Department has 10 working days to respond to your request and will notify you in writing of the reasonable date and time when records will be available along with the estimated cost.**