

2016 MTFP Application



**PLANNING &
DEVELOPMENT
DEPARTMENT**

Submittal period closes Monday, February 29, 2016

The Major Thoroughfare and Freeway Plan (MTFP) Amendment Review Process

Present to Feb 29	<p>Mandatory pre-submittal conference with staff</p> <p>This will give all parties an opportunity to fully understand the request, the process and the limitations of the MTFP. It would be a time to determine if possible modifications to the application are necessary.</p>
Jan 8 to Feb 29	<p>Application submittal period</p> <p>No applications delivered after 5:00 p.m. on February 29 will be accepted. If a pre-submittal conference with staff has not been held, application will not be accepted.</p>
April - May	<p>Notification package deadline</p> <p>Notification package is due on April 15 based on the study area boundary defined by staff. Additional notifications may be required based on discussion during the Planning Commission workshop. If needed, staff will coordinate additional notifications with applicants following the workshop.</p>
May 5	<p>Planning Commission workshop</p> <p>This will be an opportunity for the staff and applicant to present the proposal to the Planning Commission. An open dialogue between the applicant, staff and the Commission members will allow better understanding of the cases. Staff will describe the MTFP amendment process, introduce the proposed amendment requests, give an update on the public comments to date, and discuss the alternatives to be analyzed by staff. Here the Commissioners can ask questions of the applicant or staff and request that certain information be gathered, researched and incorporated in technical reports that will follow. Any alternative or changes being recommended by staff will also be presented at the workshop.</p>
June	<p>Notice of an open house and of a public hearing before the Planning Commission is mailed and run in the newspaper</p> <p>Mailing information includes a Preliminary Report developed by the staff.</p>
June	<p>An open house is held</p> <p>Attended by applicant, staff and interested citizens. Planning Commissioners are invited. After questions, the meeting breaks up and citizens can visit with each of the applicants to review maps and documents. Staff will be available to answer any questions regarding staff's research. Information about any amendments being proposed by staff will also be available.</p>
July 14	<p>Public hearing before the Planning Commission is held</p>
August 11	<p>Planning Commission votes on staff recommendations</p>
September 1	<p>Amendments are forwarded to City Council for adoption</p>



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To expedite this application, please complete entire application form and attach supporting material as required.

Staff will complete shaded items

Submission period closes February 29, 2016

1. STREET/PROPOSAL NAME: _____

2. PRE-SUBMITTAL CONFERENCE DATE: _____

3. REQUEST: Add Thoroughfare/Collector/Transit Corridor Street Delete T/C Realign T/C Reclassify T/C

4. PROJECT INFO: Appl. no.:

Inside City Limits Lambert: Census Tract: _____ School Dist.: _____

ETJ Key Map: _____ Zip Code: _____ City Council Dist.: _____

County: _____ Utility Dist.: _____ Co. Comm. Pcnt.: _____

5. PROJECT DATA: Is Street currently on a CIP (if yes, provide agency name): _____

Name of Thoroughfare/Collector/TCS _____ Total length (miles): _____

Year Street first appeared on MTFP: _____ Total ROW width (feet): _____

6. GEOGRAPHIC:

North of: _____ East of: _____

South of: _____ West of: _____

7. SUMMARY DESCRIPTION OF PROPOSAL: (Attach Letter to Director to include details about request)

8. DESCRIPTION OF ANY MEETINGS OR DISCUSSION WITH AREA LAND OWNERS AND/OR ADJACENT RESIDENTS/BUSINESSES: (Attach supporting material)

9. CONTACT INFO:

Owner: _____ Name of Contact Person: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

Applicant: _____ Name of Contact Person: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

10. ADDITIONAL CONTACT INFO:

2ND Name: _____ Phone: _____ Email: _____

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11. MTFP AMENDMENT SUBMITTAL REQUIREMENTS CHECKLIST (DUE AT APPLICATION SUBMITTAL UNLESS OTHERWISE SPECIFIED)

1. Completed Application Form
2. Letter to Director of Planning & Development Department
3. Area Map
4. Scaled Area Map on 8 1/2" x 11" paper
5. Proposed alignments and exhibits in digital format (e.g., CAD, GIS)
6. Letter of Authorization
7. Items 1-6 in digital format
8. Area Map with alternatives, as specified by staff (due at Public Open House)
9. Traffic Study, as determined by the Director of Public Works and Engineering (due if/when requested by staff)
10. Notification Package (due when specified in timeline on page 1)
11. Documentation to show support from adjacent land owners for proposed amendment (due if/when requested by staff)
12. Items 1-11 in digital format

DESCRIPTION OF SUBMITTAL REQUIREMENTS (DUE AT TIME OF APPLICATION SUBMITTAL)

1. **Completed Application Form** – Complete all information on the application form on the previous page.
2. **Letter To Director of Planning & Development Department** – *Note: This official letter will serve as the applicant's justification for the proposal. Because this letter will be posted on the website and will be viewed by citizens, agency representatives and elected officials, it should be comprehensive and written in a manner to be easily understood by these audiences. It is strongly suggested that the letter's content address the following:*
 - Keep in mind when determining your amendment request that it is the general policy of the Planning Commission and the staff is to make all reasonable efforts to maintain the original integrity of the plan and its basic theory and to keep changes and revisions to a minimum. This policy is necessary to maintain the plan's continuity and to ensure confidence in the plan's long-range implementation by private landowners, developers and subdividers as well as other governmental agencies charged with the responsibility of constructing facilities illustrated in the plan. Refer to the MTFP Policy Statement on the website (see page 6, "Resources").
 - State why your proposal must be considered this year and how lack of consideration would impede plans to develop your property.
 - Explain, justify, and demonstrate the merits of the proposal to amend the MTFP, including how it addresses the broader goals and objectives of the MTFP and how it will impact the overall transportation system. In addition, the following criteria should be addressed in your letter:
 - Since its adoption in 1942, the MTFP has been significant in the formation of the physical characteristics and urban pattern of this city. How will your amendment affect the physical characteristics and urban pattern of the region, the city, or the neighborhood, if granted?
 - The MTFP is a graphic illustration of a network of various types of streets and highways, which are designated to provide maximum accessibility to all parts of the urban area and facilitate the maintenance of a high level of mobility for its citizens. How will your amendment affect the high level of mobility that the MTFP represents?
 - What positive or negative impacts will your amendment request have on the MTFP network?



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- Describe the impact of the proposal on existing thoroughfares, the environment, the area surrounding the thoroughfare, and the MTFP. These impacts and proposed mitigation of any adverse impacts must be addressed using appropriate studies, reports, and maps.
 - Explain how the proposal or the existing thoroughfare alignment directly affects your land.
3. **Area Map** – Must illustrate the existing MTFP alignment and how the proposed change would affect the thoroughfare pattern in the general area at a scale of 1" = 1,000 feet. This map must also show current property ownership of those landowners affected by the proposal. In certain instances, staff may also request a survey of the area.
 4. **Scaled Area Map on 8 ½" X 11" Paper** – Must illustrate the existing MTFP alignment and how the proposed change would affect the thoroughfare pattern in the general area. This map must fit on 8 ½" x 11" sized paper.
 5. **Proposed Alignments and Exhibits in Digital Format** – Provide a GIS shapefile of the proposed (re)alignment. If there are several different requests, each request should be an independent line within the attribute table. See the three street segment examples below of what information to include within attribute table. Provide any other exhibits that are relevant to the request (ex. floodplain based on TSARP map, aerial exhibits, etc.) City of Houston MTFP GIS data is available online. See page 6, "Resources," for more information.

Street	Street Segment	Request	Current MTFP Classification	Proposed MTFP Classification
Planning Drive	Fort Bend Tollway to Chimney Rock Road	Reclassify (T-4-100) to (MJ-2-80)	T-4-100	MJ-2-80
Planning Drive	Chimney Rock Road to Alameda Road	Delete	T-4-100	N/A
Development Road	McHard Road to Broadway Street	Add	N/A	T-4-100

6. **Letter of Authorization** – If you serve as the agent for the interested property owner(s), a letter to authorize your representation should be provided.
7. **Items 1-6 in digital format** – A copy of all information should be provided to staff in digital format on a CD, USB or transmitted electronically.

DEADLINE FOR RECEIPT OF 2016 MTFP AMENDMENT APPLICATIONS AND ALL SUPPORTING MATERIALS IS 5:00 P.M. MONDAY, FEBRUARY 29, 2016, EXCEPT FOR THOSE ITEMS LISTED BELOW. COMPLETED APPLICATIONS MAY BE MAILED OR HAND DELIVERED. IDENTIFY YOUR SUBMITTED MATERIALS AS "MTFP AMEMDMENT APPLICATION."

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DESCRIPTION OF SUBMITTAL REQUIREMENTS (DUE AT TIME SPECIFIED)

8. **Area Map with alternatives (due during public open house)** – Based on the study area boundary and alternatives discussed at the Planning Commission workshop, applicant should coordinate with staff and provide an area map depicting the study area boundary and alternatives being evaluated. Applicant shall use this exhibit for open house meeting for discussion with the public.
9. **Traffic Study (due if/when requested by staff)** – May be required for applications requesting a deletion, realignment or reclassification of MTFP alignments. Specific traffic data will be determined by the Director of Public Works and Engineering on a case by case basis. Requirement for traffic study should be discussed with staff during pre-submittal meeting, but may be requested later if additional information is needed for review.
10. **Notification Package (due on April 15):**
 - Must include a list of all affected property owners identified on the area map, including the property's legal description as shown on the appraisal district record or tax statement. Affected property owners will be determined in consultation with staff in consideration of the study area. Deadline for notification package is **April 15**. Staff can provide a sample notification package for reference. Based on the discussion at the Planning Commission workshop, staff may require that alternative alignments or designations be studied as a part of this application. As a result, study area boundary and notification list may change due to this requirement. Staff will coordinate with applicants following the workshop.
 - A copy of the County **Appraisal District record** or tax statement for each affected property identified on the area map. Record or statement must be less than 30 days old when submitted.
 - One **stamped (not metered) envelope addressed** to each affected property owner identified on the above list and on the area map. Indicate the lot and block numbers, or reserve letters, corresponding to each property owner on the lower left-hand corner of the front of each envelope. Note that metered envelopes are not acceptable because the postage is valid only for the meter date. In cases in which the appraisal district records or tax statements show the same owner name and owner address for multiple property accounts, only one envelope is needed.
 - Provide a **return address label**, addressed as follows:

City of Houston
Planning & Development Department
Transportation Planning
P.O. Box 1562
Houston, Texas 77251-1562
 - An **HCAD map** and Excel spreadsheet indicating which specific property owners were notified.
 - The above requirements should be provided in **both digital and hard copies**.
11. **Documentation to Show Support from Adjacent Landowners for Proposed Amendment** – Documentation of support (i.e., letters of support) will also be accepted. Benchmarks at which time support will be tallied by staff are as follows:
 - At time of submittal
 - After open house
 - After public hearing
12. **Items 8-11 in digital format** – A copy of all information should be provided to staff in digital format on a CD, USB or transmitted electronically.

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RESOURCES:

COH-Planning & Development Website: www.houstonplanning.com

MTFP website: <http://houstontx.gov/planning/mobility/MTFP>

Includes:

- MTFP Policy Statement (amended in 2015)
- 2015 MTFP Map
- 2015 MTFP Hierarchy Classification Table
- 2015 MTFP GIS data
- Historical MTFP maps
- 2016 MTFP Amendment - Application, Timeline and Process

Consolidated Transportation Planning: <http://mycity.houstontx.gov/HoustonCTP/>

Harris County Appraisal District www.hcad.org

Fort Bend County Appraisal District www.fbcad.org

Montgomery Central Appraisal District <http://www.mcad-tx.org/>

Liberty County Central Appraisal District www.libertycad.com

Harris County Flood Control District www.hcfc.org/tsarp.asp

TO CONTACT US:

Location:

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Planning and Development Department
Transportation Planning
611 Walker Street, Sixth Floor
Houston, Texas 77002

Mailing Address:

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