

## Policy Related to Potential Subdivision Exceptions

This policy defines actions that may be taken when a landowner or person requests (“requestee”) whether or not a potential land conveyance or transaction will require a plat or have to follow rules as set forth in the Texas Local Government Code and Menard County’s active Subdivision and Manufactured Home Rental Community Regulations (“Regulations”). A response to the requestee will be made as workload allows and will not be a legal opinion or binding on the County.

1. The requestee must provide the County written request directed to the Menard County Judges Office
2. The request should generally detail:
  - i. Where the land is located;
  - ii. The proposed action (i.e. sell part, gift to family, etc);
  - iii. Size of land in proposed conveyance;
  - iv. TEX. LOC. GOVT CODE § 232.0015 exception they believe they satisfy; and
  - v. Other relevant information they believe pertinent to the situation.
3. Once the request is received, the Judge’s Office will distribute the request to the County Attorney and the appropriate Commissioner(s) with jurisdiction.
4. A written response to the request will be prepared and provided to after review.
5. A copy of the request and response will be provided to full Commissioners Court at the next regularly held Commissioner’s Court meeting.

**Any citizen engaging in a land sale or distribution is recommended to retain their own attorneys.** Any response from the County will not be a legal opinion or commitment from the County. The response will be a non-binding opinion based on information provided by the requestee. Menard County’s response is subject to change as facts, circumstances, or information become available. Any response from the County should not substitute a legal opinion from the requestees own legal counsel. Willful omission of information or attempts to misuse this process will be subject to civil and criminal penalties.