

CITY OF HOUSTON
PLANNING & DEVELOPMENT DEPARTMENT

RECORDATION PROCESS- Effective February 7, 2014

STEP 1: Submit Recordation application on Plat Tracker

- 1 For information regarding the detailed recordation submittal procedure, please refer to Plat Tracker Applicant User Guide Pg 6-11.
- 2 For the list of required recordation documents, please refer to Recordation Document Checklist.
- 3 All documents must be in pdf format.
- 4 You will receive confirmation of your submission via automated email.

STEP 2: Pay the fee on Plat Tracker

STEP 3: Book an appointment

- Book plat Recordation Appointment at www.clickbook.net at least 2 days in advance.
- You will receive confirmation of the appointment from the planner via email within 24 hours.

STEP 4: Recordation appointment

Provide the following material at recordation appointment.

- 1) Mylar with all required signatures
- 2) Tax certificates
- 3) Easements Exhibit if required
- 4) Lien subordination if required
- 5) Agency release letters if required
- 6) Return map agreement if required (not required for City and Harris county plats)

STEP 5: Recordation application is accepted

STEP 6: Mylar sent for Recordation

STEP 7: Recorded Mylar scanned

STEP 8: Pick-up Mylar

REFERENCE GUIDE: RECORDATION PROCESS

