

PSEFI October 8, 2015

Professional Surveyors Educational Foundation, Inc.

Platting and “Retrospect” Workshop



**PLANNING &
DEVELOPMENT
DEPARTMENT**

SESSION 1.1

“PLAT BASICS”

**PLANNING, WHAT’S OLD/NEW,
FOUR FEASIBILITY FACTORS,
PLAT CLASSIFICATIONS AND PLAT SUBMISSIONS**

PRESENTERS:

Homero Guajardo Alegria, Planner

Chad Richard Miller, Planner

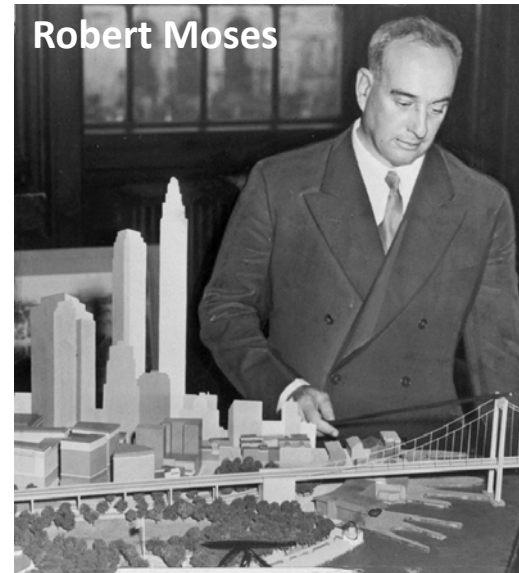
City of Houston Planning and Development
Department, Development Services

Some Contributions to the Planning History



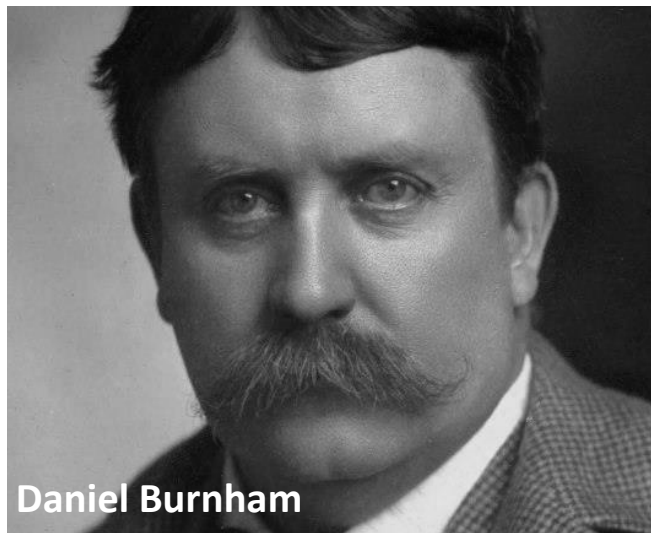
Jane Jacobs

“Eyes on the Street”



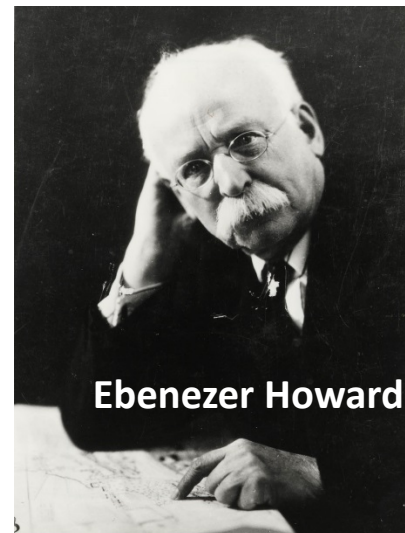
Robert Moses

“Master Builder of New York”



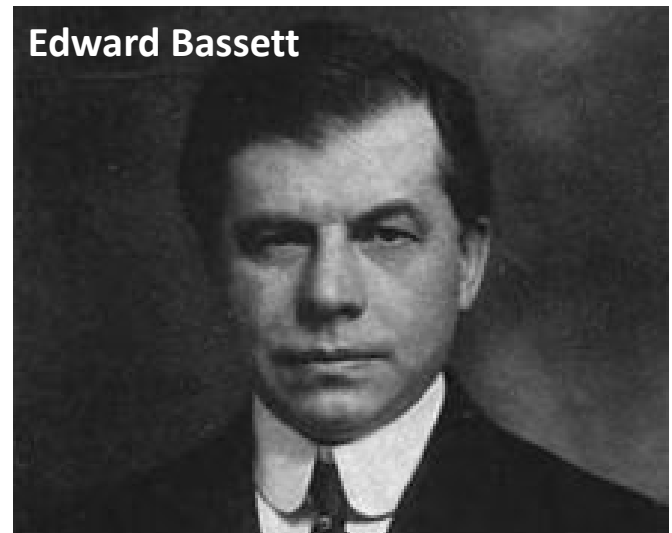
Daniel Burnham

“Make no Little Plans”



Ebenezer Howard

“Green Cities”



Edward Bassett

“Father of Zoning”

Figure 1 Contribution to the Planning History: Wikipedia. 2015. “Jane Jacobs, Robert Moses, Daniel Burnham, Ebenezer Howard and Edward Bassett.” Accessed September 10, 2015. <https://en.wikipedia.org>

Why Planning and Platting are important?

Houston before Interstates



Figure 2 Houston

Figure 3 Houston

Houston after Interstates (Federal Aid Highway Act of 1956)



Photo by: George Zimzores

Figure 4 Houston Aerial: Dilemaxdotnet. 2014. Houston Aerial. Accessed September 10 2015. <https://dilemaxdotnet.files.wordpress.com/2014/10/houston-aerial-1.jpg>

Through planning we can avoid past mistakes and manage, repair and guide the future growth of the city

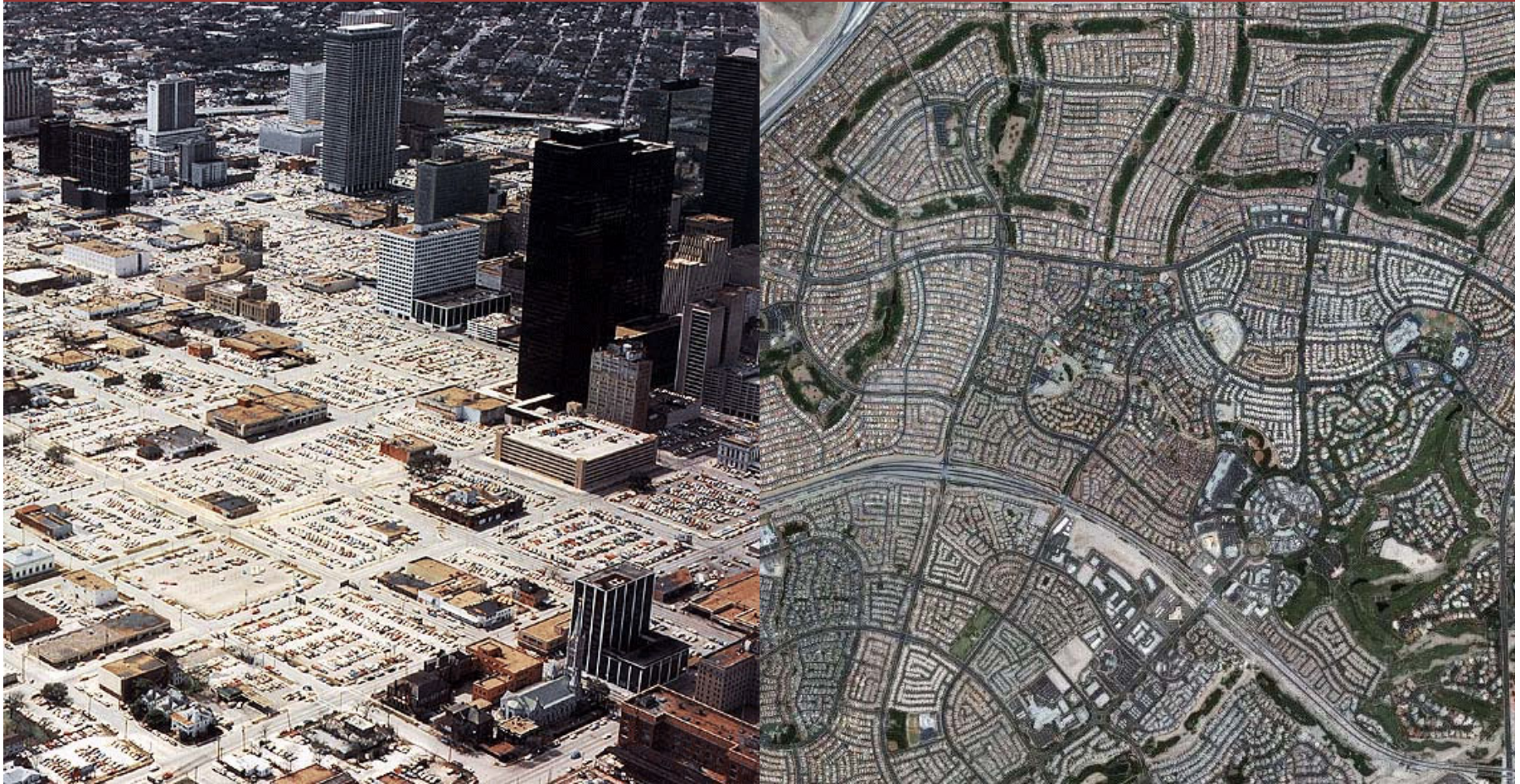


Figure 5 Parking: URBANSTL. 2013. Houston . Accessed September 10 2015. <http://urbanstl.com/forum/viewtopic.php?f=24&t=8000&start=15>

Figure 6 Sprawl: Gallery Gogopix. 2015. Florida Sprawl . Accessed September 10 2015. <http://gallerygogopix.net/florida+urban+sprawl>

Planning and Platting

It's all about **preparing land** to be used for further development or construction
Per Chapter 42 Ordinance Regulations



Figure 7 Planning. Integrated Design Studio. 2015. Land Use . Accessed September 5 2015.
<http://urbanstl.com/forum/viewtopic.php?f=24&t=8000&start=15>

Figure 8 Planning 2: HD Image Gallery. 2015. Land use. Accessed September 11 2015. <http://hdimagegallery.net/land%20use%20inspire>

What's New in Chapter 42 Ordinance?

May 24, 2015

All properties within the city limits are now treated under the prior urban rules.

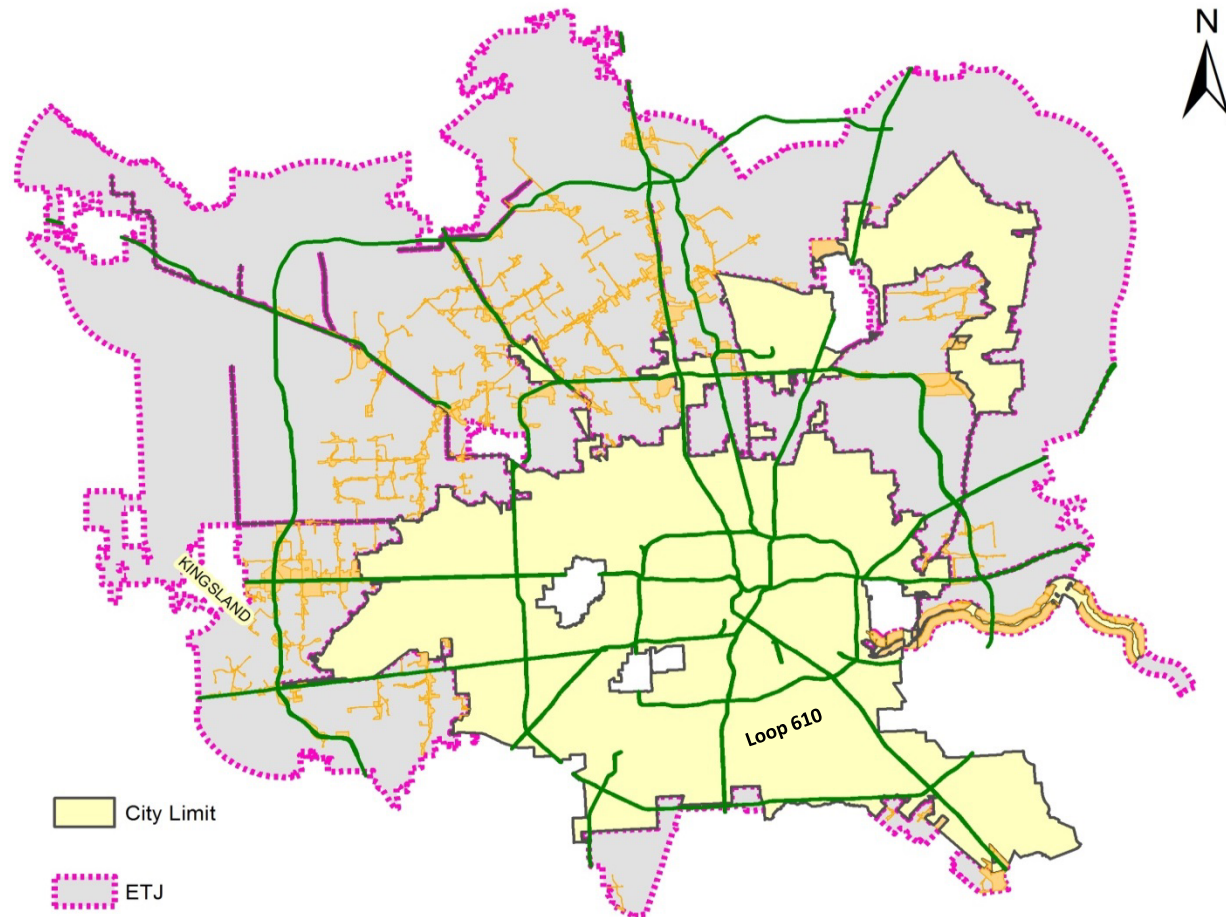


Figure 10 City limits and ETJ

What's new in Chapter 42 Ordinance?

Solid Waste Plan (Garbage Collection Plan)

A Solid Waste Plan is required for a development or subdivision that contains lots that take access from private streets, permanent access easements, or shared driveways located inside the City of Houston Corporate Limits, that proposes 25 residential units or less.

The drawing's base layer shall be a copy of the required existing conditions survey

Containers do not obstruct any public amenities or services.

A minimum of 10' of frontage on a public street is required for each residential unit.

Containers are located on a flat surface and not obstructed by physical features.

Two distinct 5 foot by 5 foot square areas are required for each residential unit.

Containers for pickup are not located on private property.

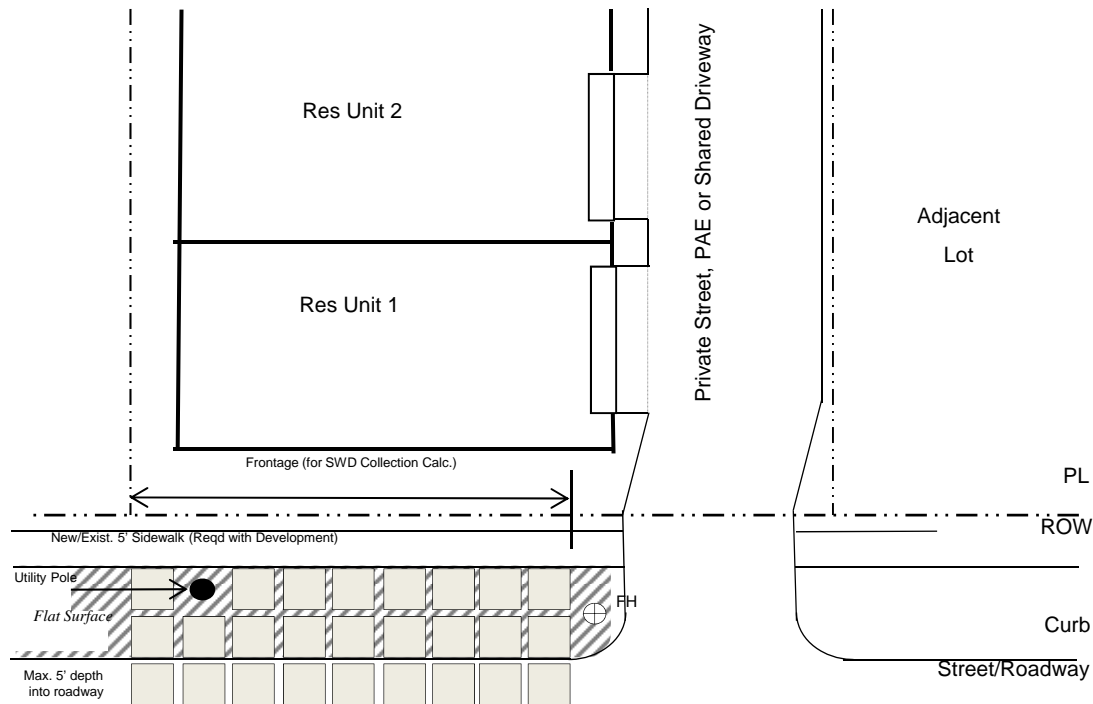
Containers shall not extend more than 5 feet into the roadway.

Include a note stating that the development does or does not meet eligibility for garbage collection.

What's new in Chapter 42 Ordinance?

Solid Waste Plan (Garbage Collection Plan)

If the 10' frontage per residential unit cannot be met, it is allowed to stock the containers on a flat surface without obstructing any public amenity or service and only extending 5 feet into the roadway



Acceptable individual containers (Regular or Recycle) spacing on 5' centers within the maximum container pod area)

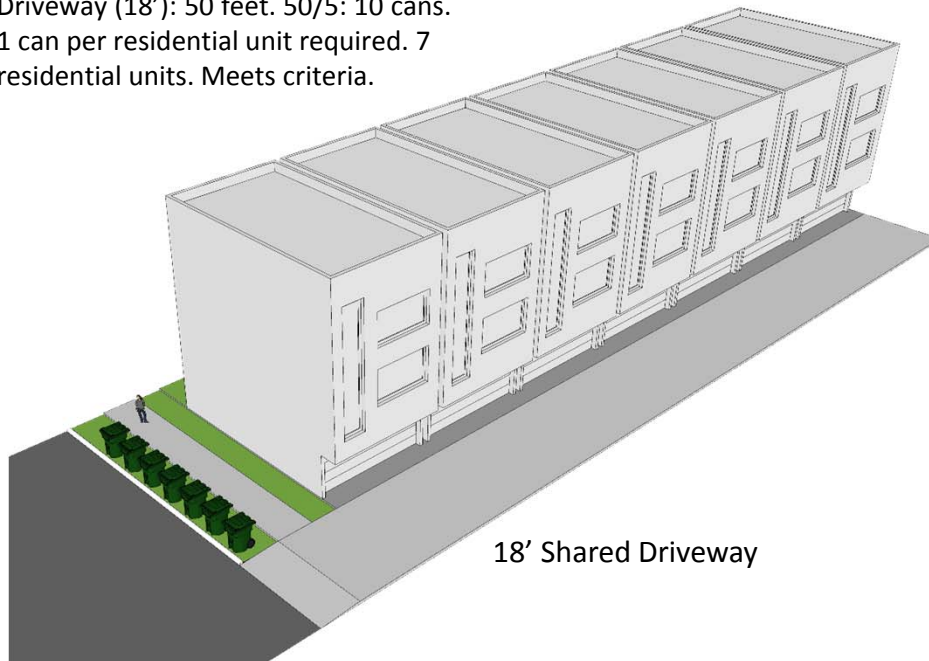
Figure 11 Solid Waste

What's new in Chapter 42 Ordinance?

Solid Waste Plan

If the 10' frontage per residential unit cannot be met, it is allowed to stock the containers on a flat surface without obstructing any public amenity or service and only extending 5 feet into the roadway

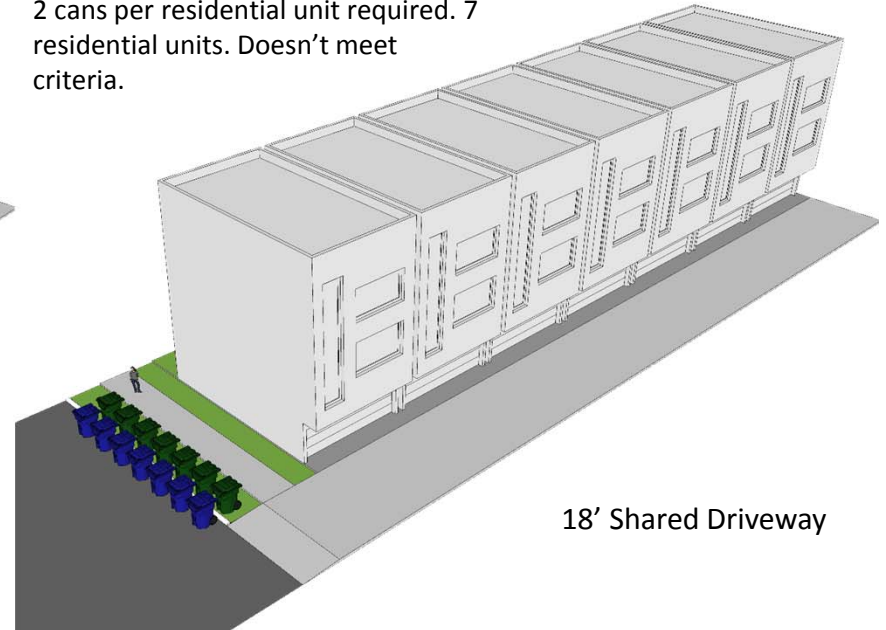
Lot width 68 feet. 68' minus Shared Driveway (18'): 50 feet. 50/5: 10 cans. 1 can per residential unit required. 7 residential units. Meets criteria.



Old Solid waste calculation with one can per residential unit

Figure 12 old calculation

Lot width 68 feet. 68' minus Shared Driveway (18'): 50 feet. 50/5: 10 cans. 2 cans per residential unit required. 7 residential units. Doesn't meet criteria.



New Solid waste calculation with two cans per residential unit

Figure 13 New calculation

What's new in Chapter 42 Ordinance?

Encroaching into the visibility triangle

New note:

The building line for property adjacent to two intersecting streets shall not encroach into any visibility triangle. This area shall assure adequate visibility sight lines for vehicular traffic approaching the intersection. **The maximum height of the visibility triangle shall be 20 feet as measured vertically from the ground.**

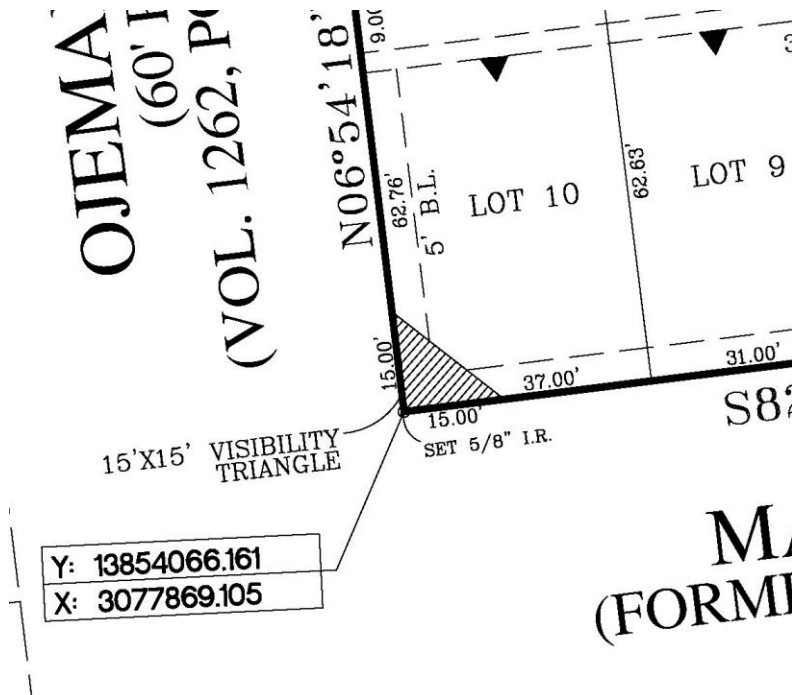
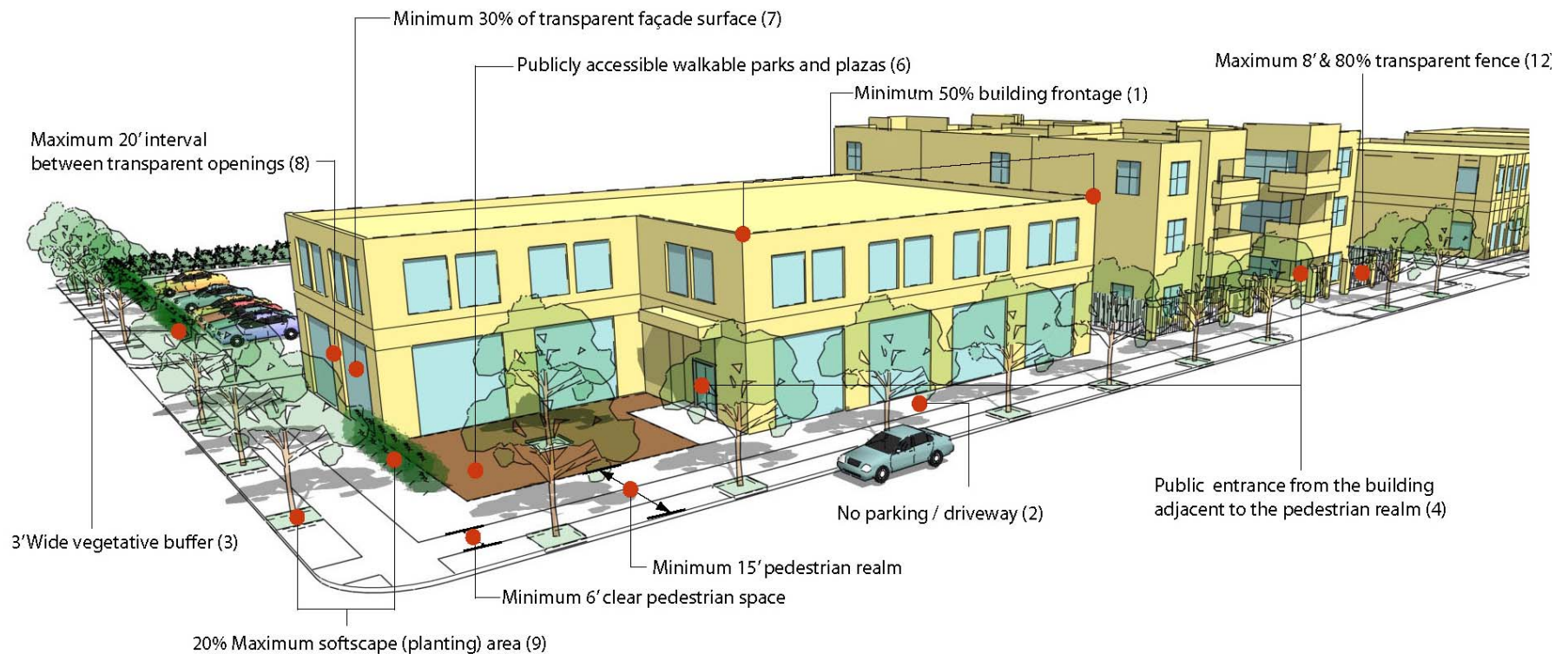


Figure 14 Visibility Triangle: Image source: Google Maps

What's New in Chapter 42 Ordinance?

Transit Corridor and Type A street - Opt in or not?

Property owner may build up to the property line abutting the transit corridor street or type A street, but no closer than 15 feet from the back-of-curb meeting all the requirements of Ch 42-402. If not, a building line of 25 feet is required.



What's New in Chapter 42 Ordinance?



Figure 16 Transit Corridor: Image source: Google Maps

What's New in Chapter 42 Ordinance?

Transit Corridor or a Type A street - Opt in or not?

Property owner may build up to the property line abutting the transit corridor street or type A street, but no closer than 15 feet from the back-of-curb meeting all the requirements of Ch 42-402. If not, a Building line of 25 feet is required.



Figure 17 25 Feet: Image source: Google Maps

Four Feasibility Factors

Four Feasibility Factors

STREETS (ROW, MTFP and Hierarchy, Exceptions)

LAND USE (Lots/residential or Reserves/other)

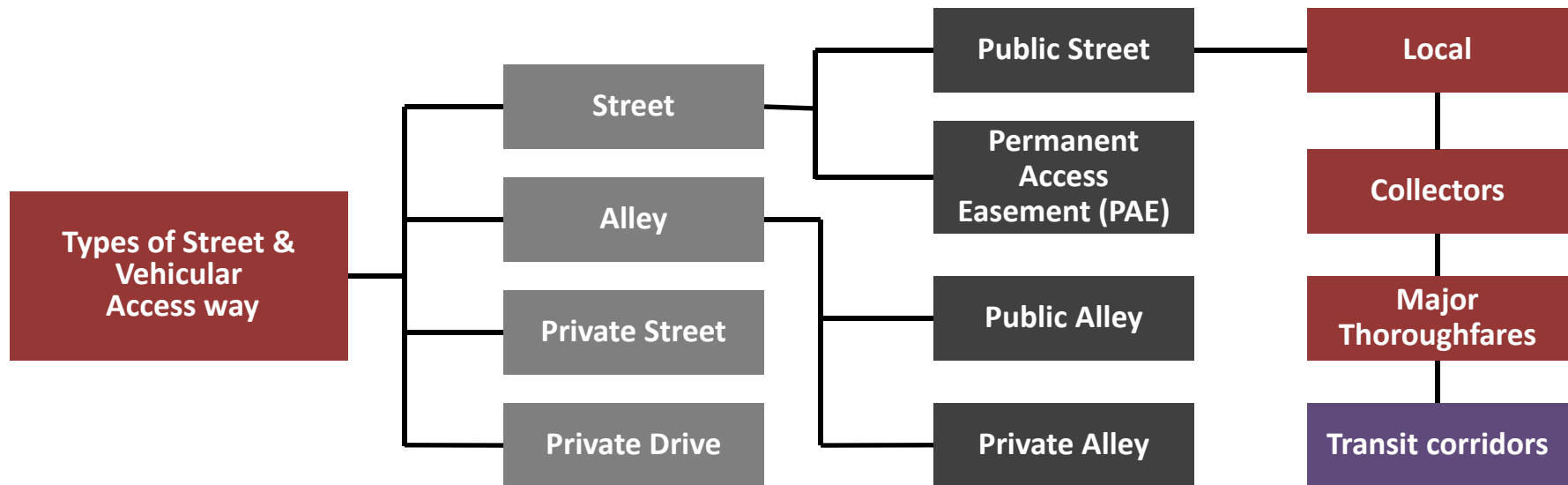
Building Lines & Easements (and Adjoiners)

FORMAT (class, presentation specifics, Dedicatory language)

1. Streets

Streets

Types of Streets and Vehicular Access Way



Streets

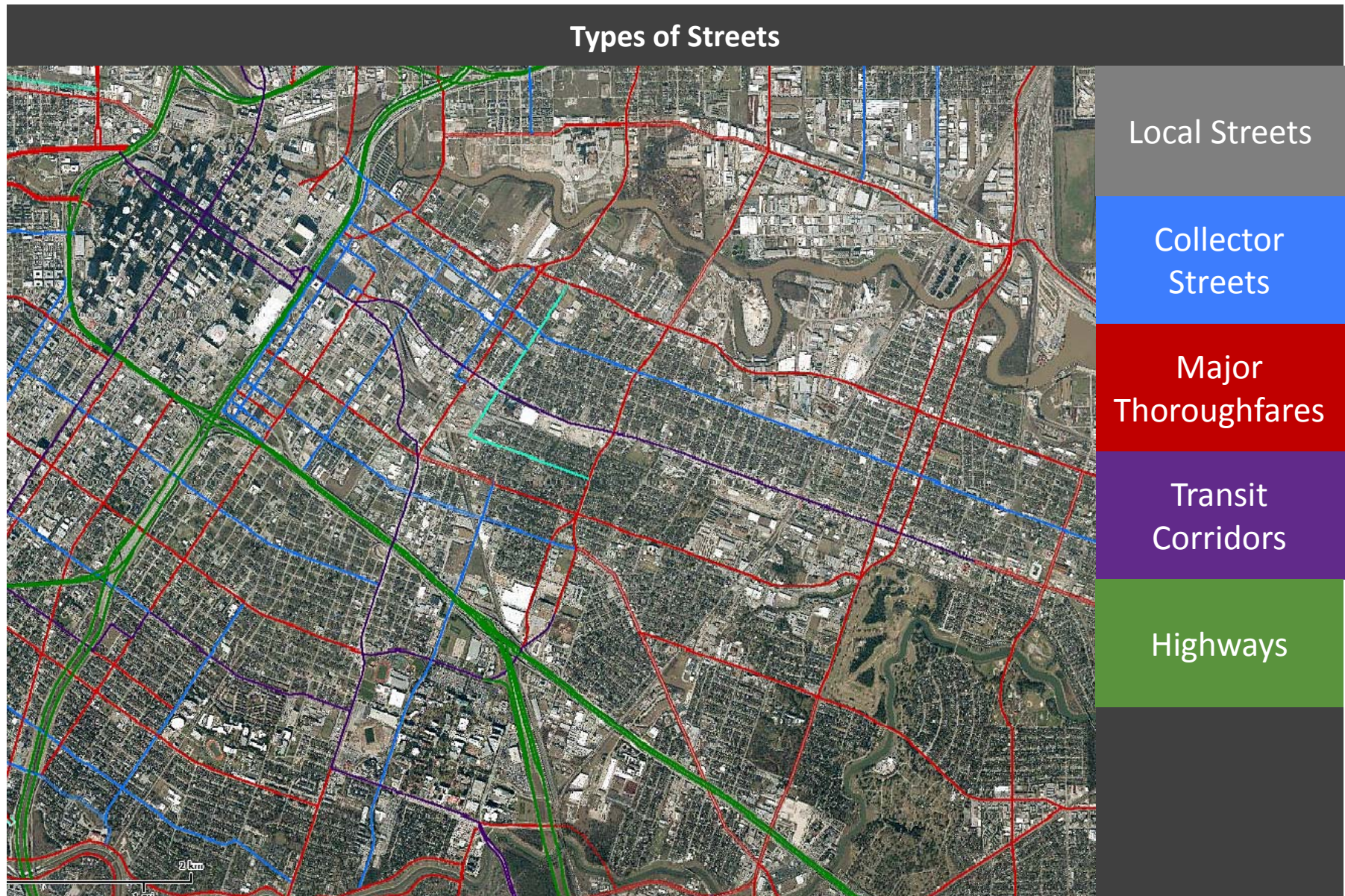


Figure 18 Types of Streets: Consolidated Transportation Planning. Accessed September 1, 2015. <http://transect.org/transect.html>

Streets Feasibility Considerations

Major Thoroughfare Plan (MTFP)

<http://www.houstontx.gov/planning/DevelopmentRegs/mobility/MTFP.htm>

MTFP Hierarchy Table

Street Width Exceptions

Existing ROW (document and/or survey)

Dimensional (survey) tie(s)

Streets Feasibility Considerations

Major Thoroughfare Plan (MTFP)

<http://www.houstontx.gov/planning/DevelopmentRegs/mobility/MTFP.htm>



The City of Houston
Official Site for Houston, Texas

I Want to - Govt - Residents - Business - Departments - Visitors - En Espanol -

Welcome
to the City of Houston
eGovernment Center

» Planning » Major Thoroughfare & Freeway Plan (MTFP)

MAJOR THOROUGHFARE & FREEWAY PLAN (MTFP)

- » [MTFP Policy Statement \(amended on March 2015\)](#)
- » [2014 MTFP & Transit Corridor Street Hierarchy Classification Table](#)
- » [2014 MTFP Map](#)
- » [2013 MTFP MAP \(Lamberts version\)](#)
- » [2013 MTFP MAP \(Floodplain + Lamberts version\)](#)
- » [2014 MTFP GIS data](#)
- » [Historical MTFP Maps](#)
- » [2015 MTFP Amendment Requests \(New\)](#)

Department Links

- P&D HOME
- ANNEXATION
- COMPLETE STREETS
- DEMOGRAPHICS
- DEVELOPMENT REGULATIONS
- FORMS
- GENERAL PLAN
- GEOGRAPHIC DATA
- HISTORICAL COMMISSION
- HISTORIC PRESERVATION
- HOUSTON NUSA 2015

Figure 19 MTFP: MTFP. Accessed September 1, 2015. <http://www.houstontx.gov/planning/DevelopmentRegs/mobility/MTFP.htm>

Details: Street Width Exception Areas

Street Width Exception Areas exist within the 610 Loop 42-123

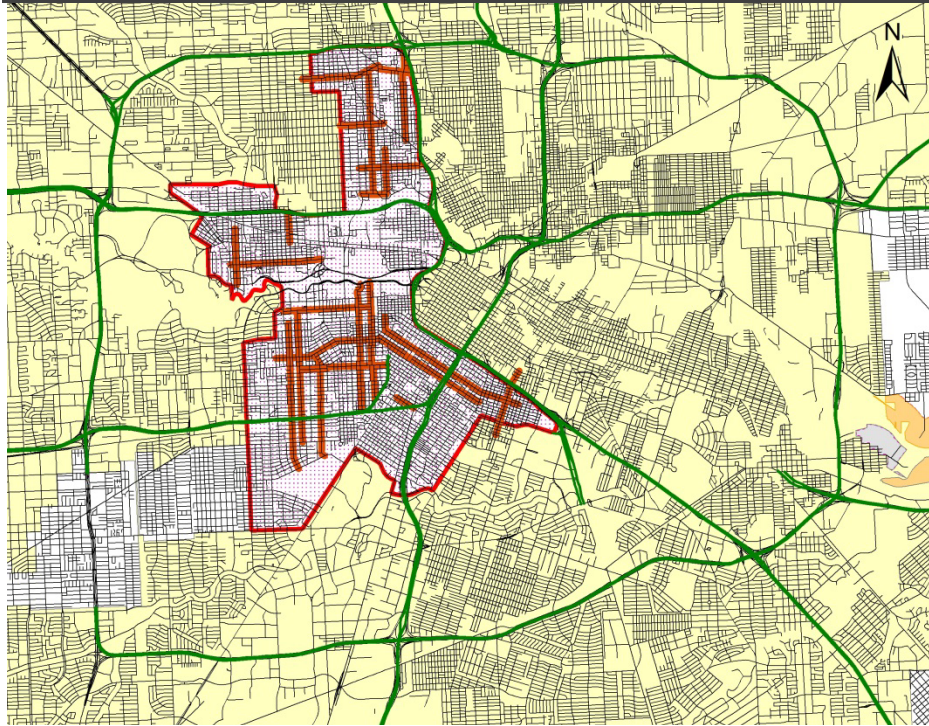


Figure 20 Street Width exception Area

Streets in Place (Fourth Ward area)
1.5' sidewalk easement

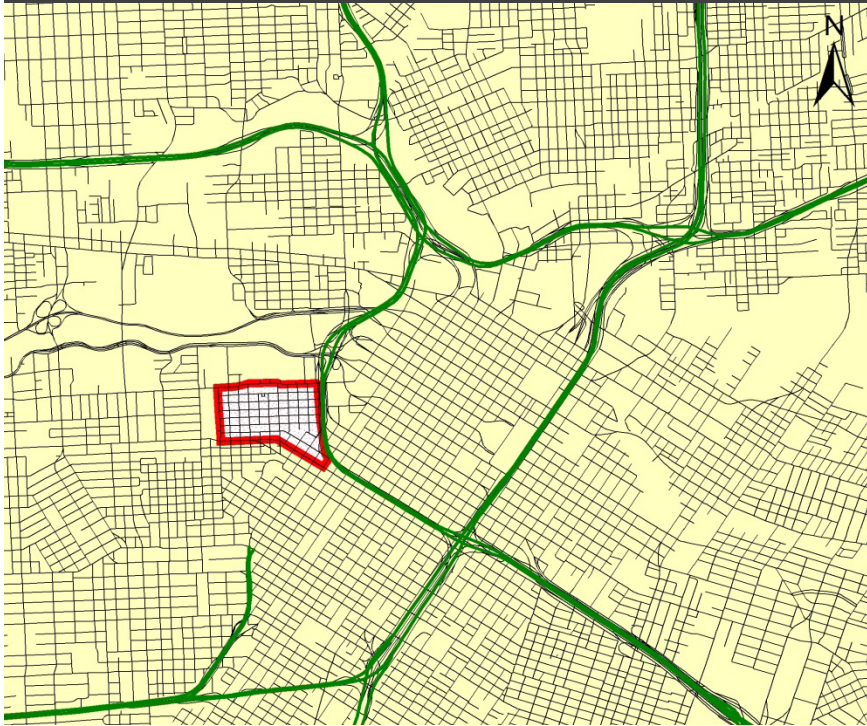


Figure 21 Streets in Place

Intersection Exceptions

Intersection Exceptions 42-130



Figure 23 MTFP: Wisconsin Watch. 2012. Frac sand boom creates thousands of jobs
Accessed September 18, 2015. <http://wisconsinwatch.org/2012/08/sand-boom-creates-jobs/>

Figure 24 Pipe Line easement: Kana Pipe Line. 2015. Accessed September 18,
2015. <http://www.kanapipeline.com/images/radius-pipeline.html/>

Right of Way (ROW)

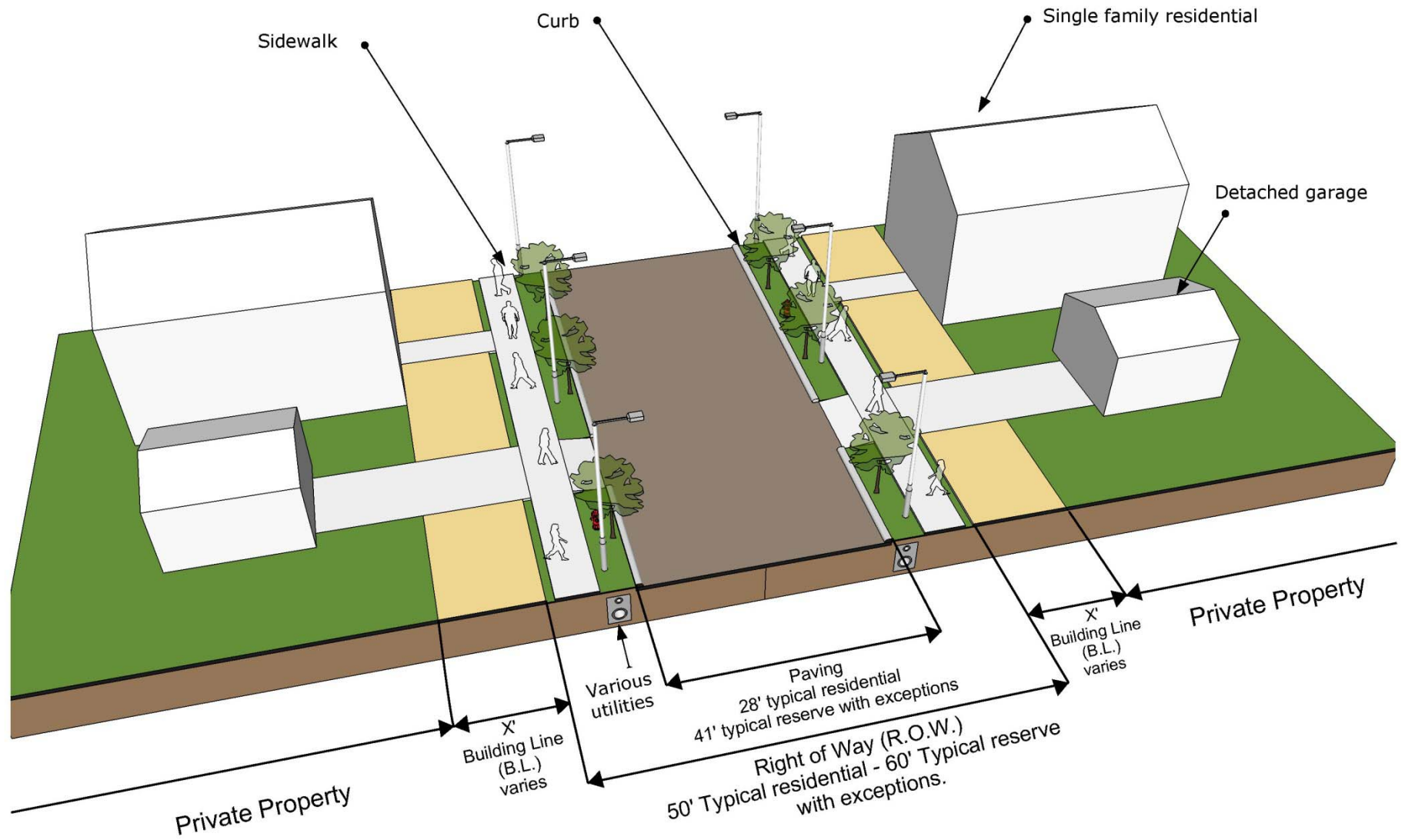


Figure 25 ROW

Right of Way (ROW)

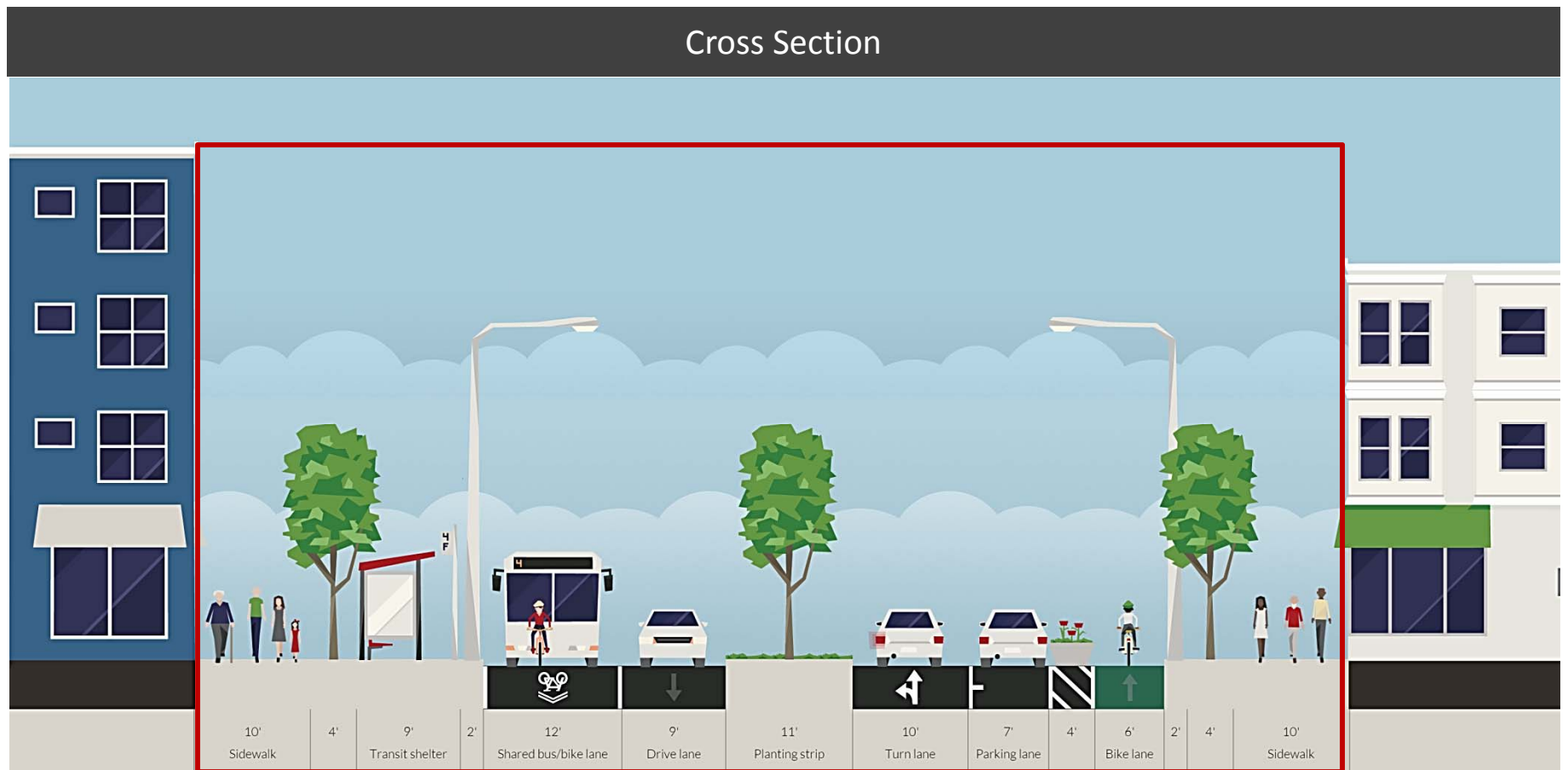


Figure 25 ROW

2. Land Use

“ No Zoning in Houston”

Platting Regulations !

Lots: Single family 42-180-189

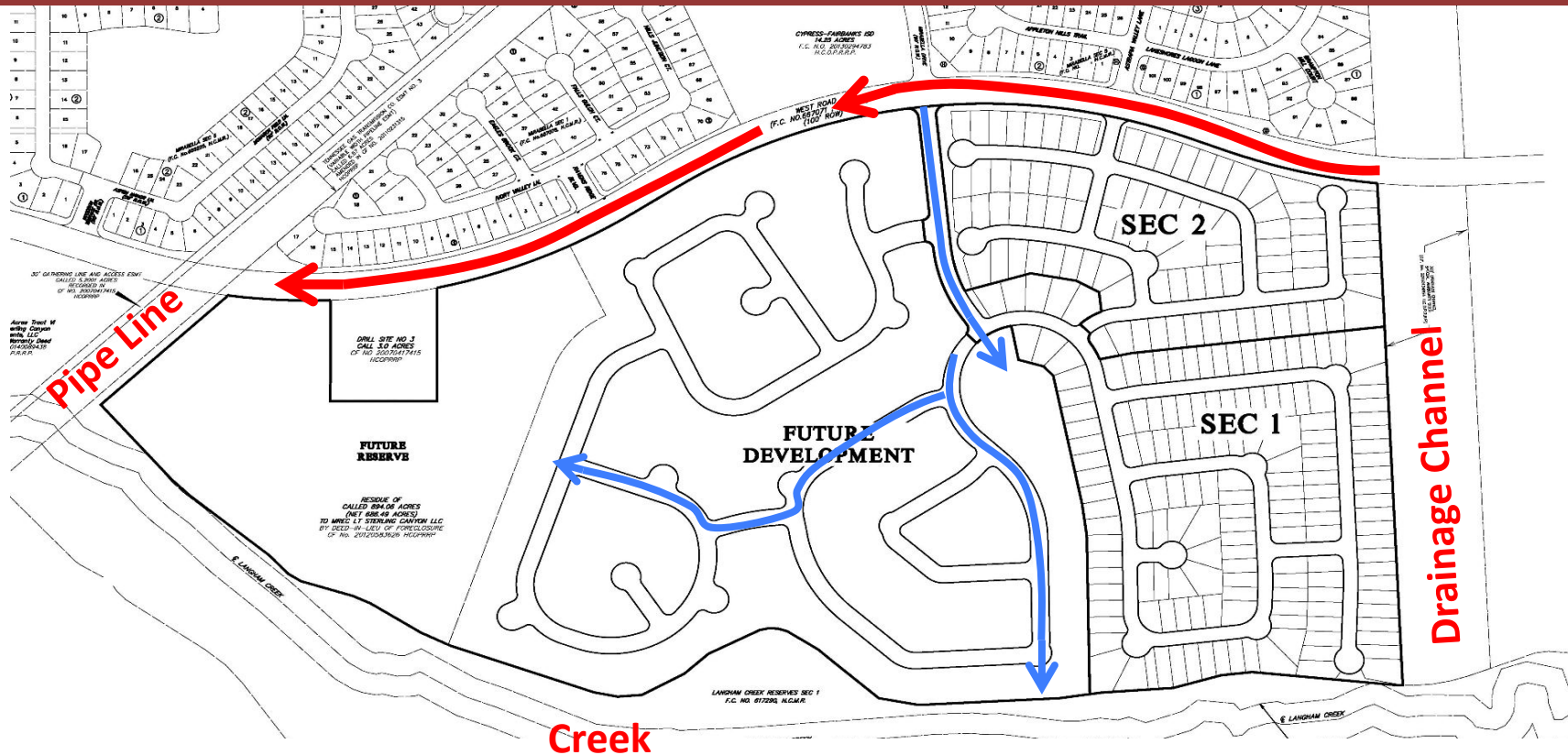
- Minimum lot size: 5000 sf suburban (ETJ), 3500 urban (city).
- Minimum width lot: 20 feet.
- Minimum Building Line requirement: Sec 42-150.
- May not take access from a major thoroughfare, unless greater than 1 acre with a turn around.
- 2 points of access with 150+ lots

Reserves: A tract of land not restricted to single family residential 42-190

- Sec 42-190
- Minimum size
- Minimum Street width
- Street type
- Building Line requirement: Sec 42-150.
- Minimum street frontage

General Plan GP

General Plan (GP): Street pattern, connectivity, and future planning



The General Plan (GP) helps to address future street networks and issues such as excessive intersection spacing (internal and external).

General Plan GP

General Plan (GP): Street pattern, connectivity, and future planning

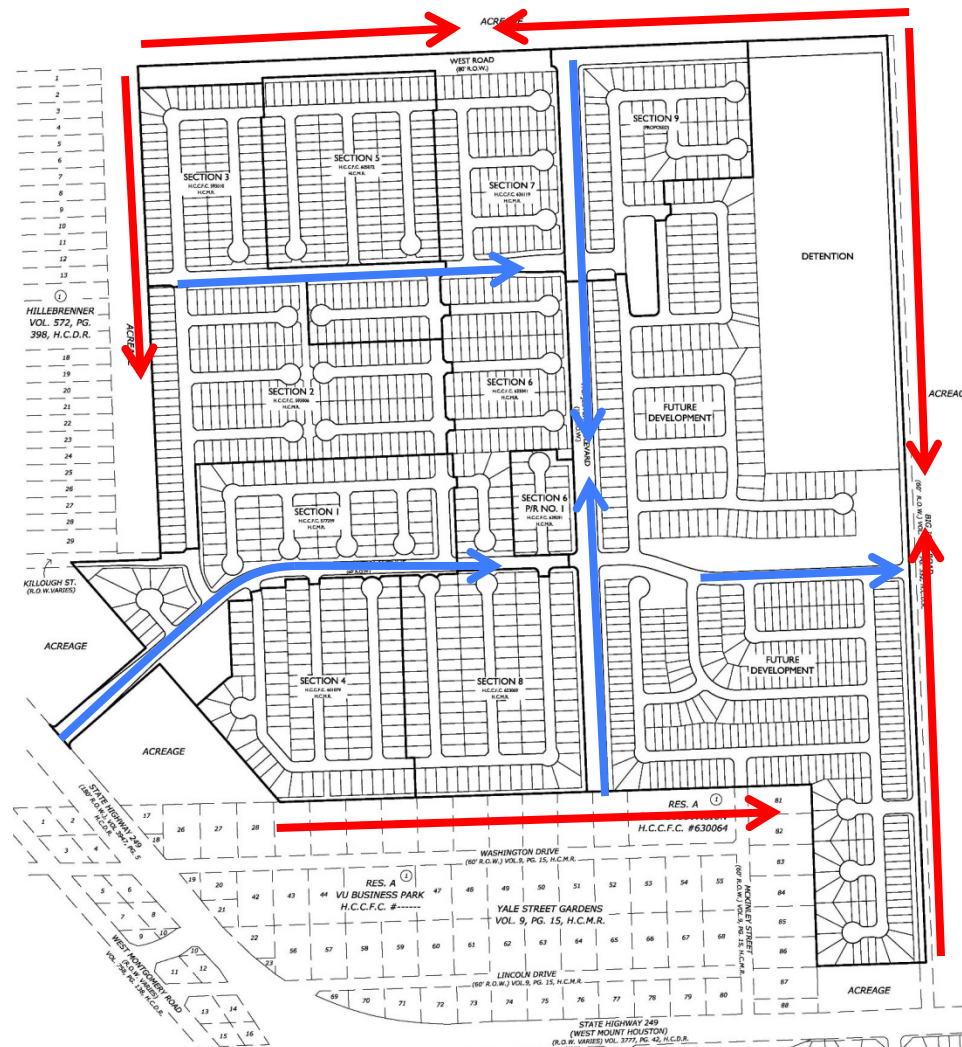


Figure 26 GP: Place Makers. 2015. Accessed September 18, 2015.

<http://www.placemakers.com/stories-from-the-fields/providence-calgary-alberta/>

3. Building Lines & Easements (& Adjoiners)

Building Lines & Easements

Research and show on plat:

- Building Lines (platted, and per 42-150, etc.)
- Easements (any proposed, all existing)
- Adjoiners (all adjacent platted land uses).

If the adjacent plats are out of acreage the record information must include Acreage, Owner and Survey and Abstract number.

Building Lines BL

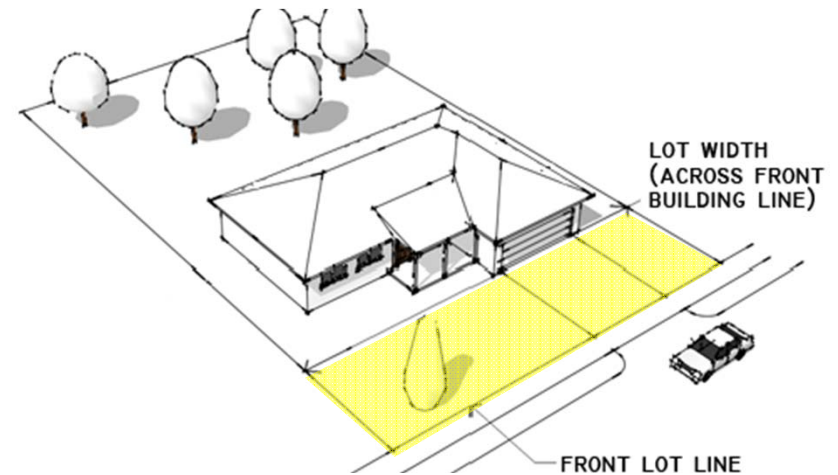


Figure 27 Building line. Encodeplus. 2010. Accessed Sept 9, 2015. <http://online.encodeplus.com/regis/centennial/acc/doc-view.aspx?tocid=003.002.003>

Easements

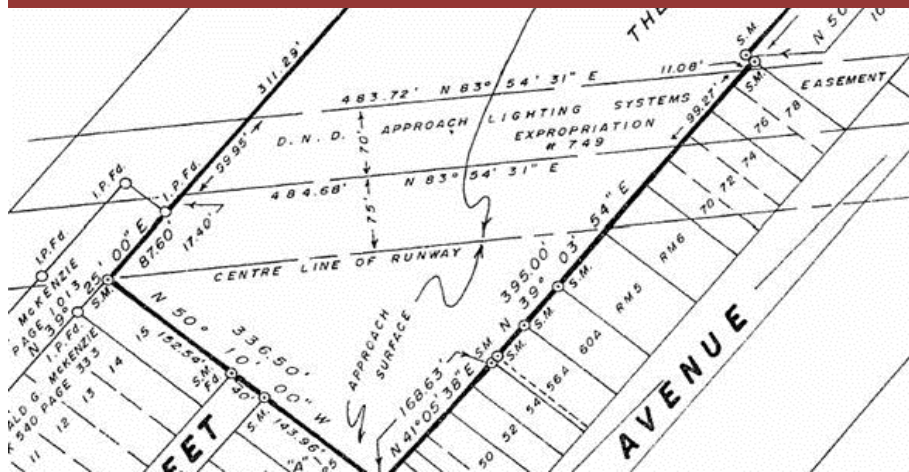


Figure 28 Easements. ANSLs. Accessed Sept 9, 2015. <http://www.ansls.ca/easements.htm>

Adjoiners

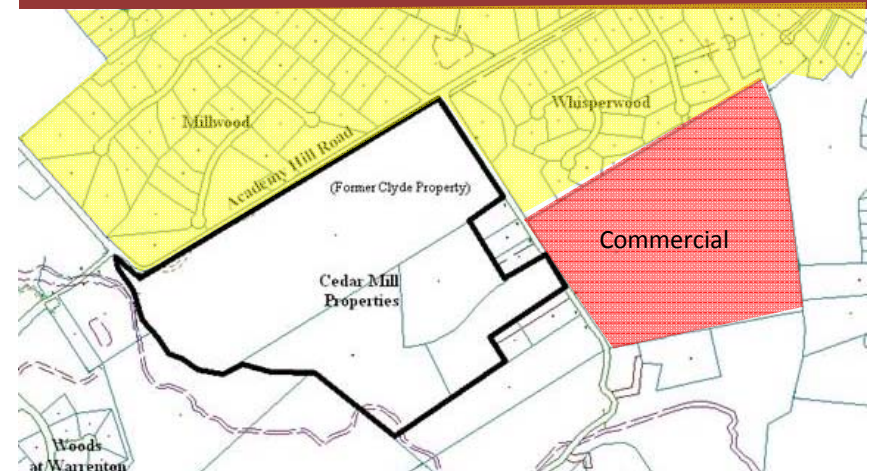
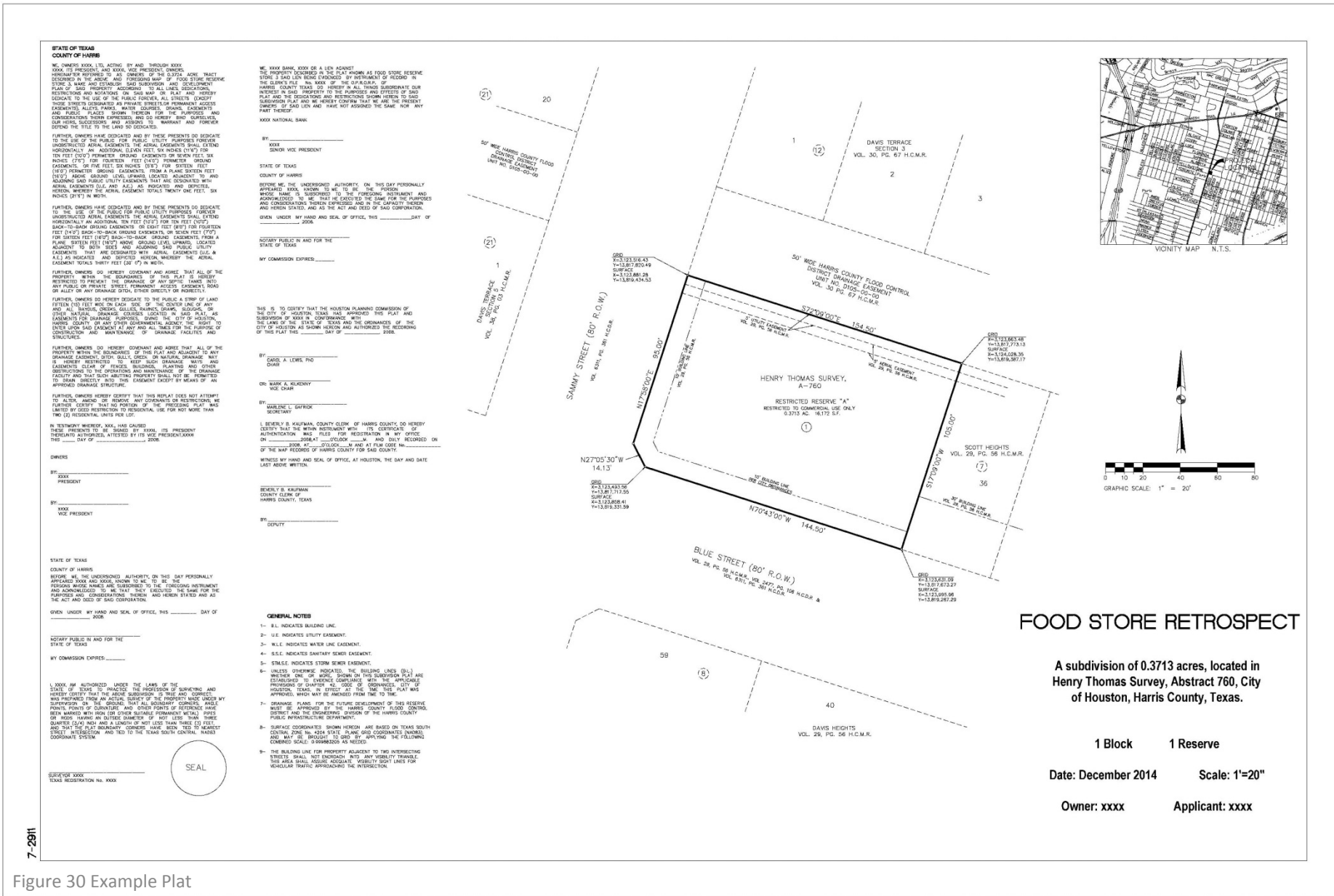


Figure 29 Adjoiners .

4. Format

Example Plat



7-2911

Figure 30 Example Plat

Example Plat (Elements)

Dedicatory Language

**STATE OF TEXAS
COUNTY OF HARRIS**

WE, OWNERS XXXX, LTD., ACTING BY AND THROUGH XXXX XXXX ITS PRESIDENT AND XXXX, VICE PRESIDENT, OWNERS HEREBY REFERRED TO AS OWNERS, OF THE 0.3713 ACRE TRACT DESCRIBED IN THE ABOVE AND UNDERSIGNED MAP OF FOOD STORE RETROSPECT, SECTION 36, BLOCK 1 AND 2, HARRIS COUNTY, TEXAS, HAVE HEREBY MADE THIS PLAT AND ESTABLISH SAID SUBDIVISION AND DEVELOPMENT PLAN OF SAID PROPERTY ACCORDING TO ALL LINES, CONDITIONS, RESTRICTIONS AND NOTATIONS ON SAID MAP OR PLAT AND HEREBY AGREE TO THE USE OF THE PUBLIC UTILITIES, EGRESS FACILITIES, WATER, SEWER, GAS, CABLE, TELEVISION, TELEPHONE, TELEGRAPH, TELETYPE, AND OTHER UTILITIES, ALLEYS, PARKS, WATER COURSES, DRAINAGE, EASEMENTS AND PUBLIC PLACES SHOWN THEREON FOR THE PURPOSES AND CONSIDERATIONS SHOWN EXPRESSED AND DO HEREBY BIND OURSELVES, OUR HEIRS, SUCCESSORS AND ASSIGNS, TO MAINTAIN AND FOREVER DEFEND THE TITLE TO THE LAND SO DEDICATED.

FURTHER, OWNERS HAVE DEDICATED AND BY THESE PRESENTS DO DEDICATE TO THE USE OF THE PUBLIC FOR PUBLIC UTILITY PURPOSES FOREVER UNRESTRICTED AERIAL EASEMENTS THE AERIAL EASEMENTS SHOWN EXTENDING HORIZONTALLY AN ADDITIONAL EIGHT INCHES (8") FOR TEN FEET (10') BACK TO BACK GROUND EASEMENTS ON SEVEN FEET (7') FROM THE FRONT LOT LINE, FEET (10') FROM THE FRONT LOT LINE, EASEMENTS OF FIVE FEET SIX INCHES (5'6") FOR SIXTEEN FEET (16') FROM THE FRONT LOT LINE, FROM A PLANE SIXTEEN FEET (16') ABOVE FINISHED LEVEL UNLESS LOCATED ADJACENT TO AND ADJOINING SAID PUBLIC UTILITY EASEMENTS THAT ARE DESIGNATED WITH AERIAL EASEMENTS (U & A) AS INDICATED AND DEFINED IN SECTION 1(17) OF THE PUBLIC UTILITY EASEMENTS ACT, SEVEN FEET (7') INCHES (7") IN WIDTH.

FURTHER, OWNERS HAVE DEDICATED AND BY THESE PRESENTS DO DEDICATE TO THE USE OF THE PUBLIC FOR PUBLIC UTILITY PURPOSES FOREVER UNRESTRICTED AERIAL EASEMENTS THE AERIAL EASEMENTS SHOWN EXTENDING HORIZONTALLY AN ADDITIONAL TEN FEET (10') FOR TEN FEET (10') BACK TO BACK GROUND EASEMENTS OF SEVEN FEET (7') FROM THE FRONT LOT LINE, FEET (10') FROM THE FRONT LOT LINE, EASEMENTS OF FIVE FEET SIX INCHES (5'6") FOR SIXTEEN FEET (16') FROM THE FRONT LOT LINE, FROM A PLANE SIXTEEN FEET (16') ABOVE FINISHED LEVEL UNLESS LOCATED ADJACENT TO AND ADJOINING SAID PUBLIC UTILITY EASEMENTS THAT ARE DESIGNATED WITH AERIAL EASEMENTS (U & A) AS INDICATED AND DEFINED IN SECTION 1(17) OF THE PUBLIC UTILITY EASEMENTS ACT, SEVEN FEET (7') INCHES (7") IN WIDTH.

FURTHER, OWNERS DO HEREBY COVENANT AND AGREE THAT ALL OF THE PROPERTY WITHIN THE BOUNDARIES OF THIS PLAT AND ADJACENT TO ANY CHANGED EASEMENT, UTILITY, RIGHT OF WAY, OR RESTRICTION, BUT IS HEREBY RESTRICTED TO KEEP SUCH DRAINAGE, WASTE AND SEWERAGE, AND OTHER UTILITIES, EGRESS FACILITIES, PLANTING AND ORNAMENTS, AND STRUCTURES IN THE OFFICERS AND MAINTENANCE OF THE FACILITY AND THAT SUCH UTILITIES SHALL NOT BE PERMITTED TO DRAIN DIRECTLY INTO THIS EASEMENT EXCEPT BY MEANS OF AN APPROVED DRAINAGE STRUCTURE.

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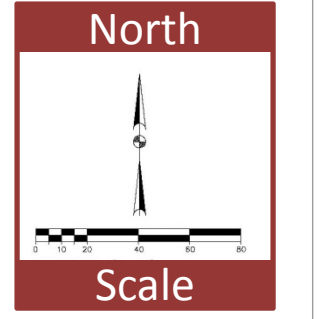
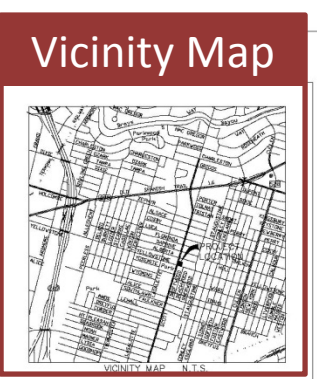
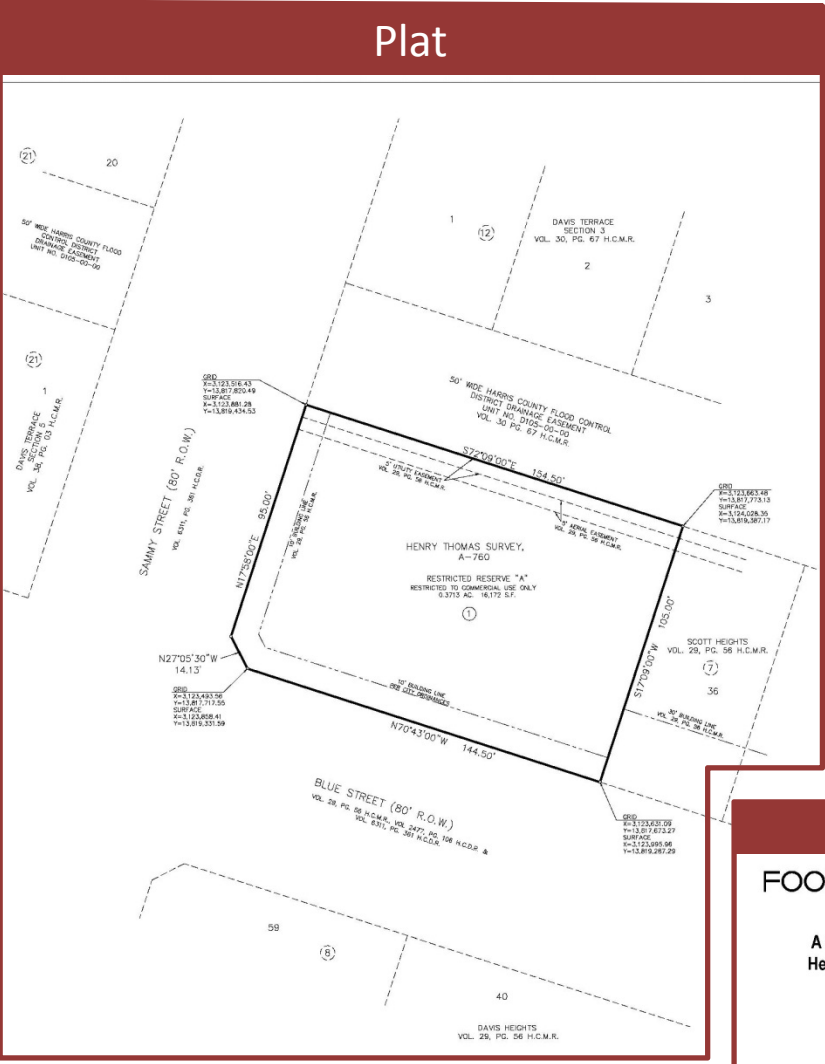
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Notes

GENERAL NOTES

- 1- S.I. INDICATES BUILDING LINE.
- 2- U.E. INDICATES UTILITY EASEMENT.
- 3- W.L.E. INDICATES WATER LINE EASEMENT.
- 4- S.S.E. INDICATES SANITARY SENIOR EASEMENT.
- 5- S.W.S.E. INDICATES STORM SENIOR EASEMENT.
- 6- UNLESS OTHERWISE INDICATED, THE BUILDING LINES (S.I.) WHETHER ONE OR MORE, SHOWN ON THIS SUBDIVISION PLAT ARE ESTABLISHED TO COMPLY WITH THE APPLICABLE PROVISIONS OF CHAPTER 63, SUBCHAPTER 63A, CODE OF MUNICIPAL ORDINANCES, CITY OF HOUSTON, TEXAS, IN EFFECT AND FOR THE TIME THIS PLAT WAS APPROVED, WHICHEVER MAY BE APPLICABLE FROM TIME TO TIME.
- 7- DRAINAGE PLANS FOR THE FUTURE DEVELOPMENT OF THIS RESERVE ARE TO BE APPROVED BY HARRIS COUNTY FLOOD CONTROL DISTRICT AND THE ENGINEERING DIVISION OF THE HARRIS COUNTY PUBLIC INFRASTRUCTURE DEPARTMENT.
- 8- SURFACE COORDINATES SHOWN HEREIN ARE BASED ON TEXAS SOUTH CENTRAL ZONE, NAD 83 STATE PLANE, GRID COORDINATES (METERS), AND MAY BE PROVISIONALLY USED FOR THE FOLLOWING PURPOSES:
a- THE BUILDING LINE FOR PROPERTY ADJACENT TO TWO INTERSECTING STREETS SHALL NOT ENCRUST INTO ANY VISIBILITY TRIANGLE. THIS AREA SHALL REMAIN AVAILABLE VISIBILITY SIGHT LINES FOR VEHICULAR TRAFFIC APPROACHING THE INTERSECTION.

Title Block

FOOD STORE RETROSPECT

A subdivision of 0.3713 acres, located in Henry Thomas Survey, Abstract 760, City of Houston, Harris County, Texas.

1 Block 1 Reserve

Date: December 2014 Scale: 1"=20"

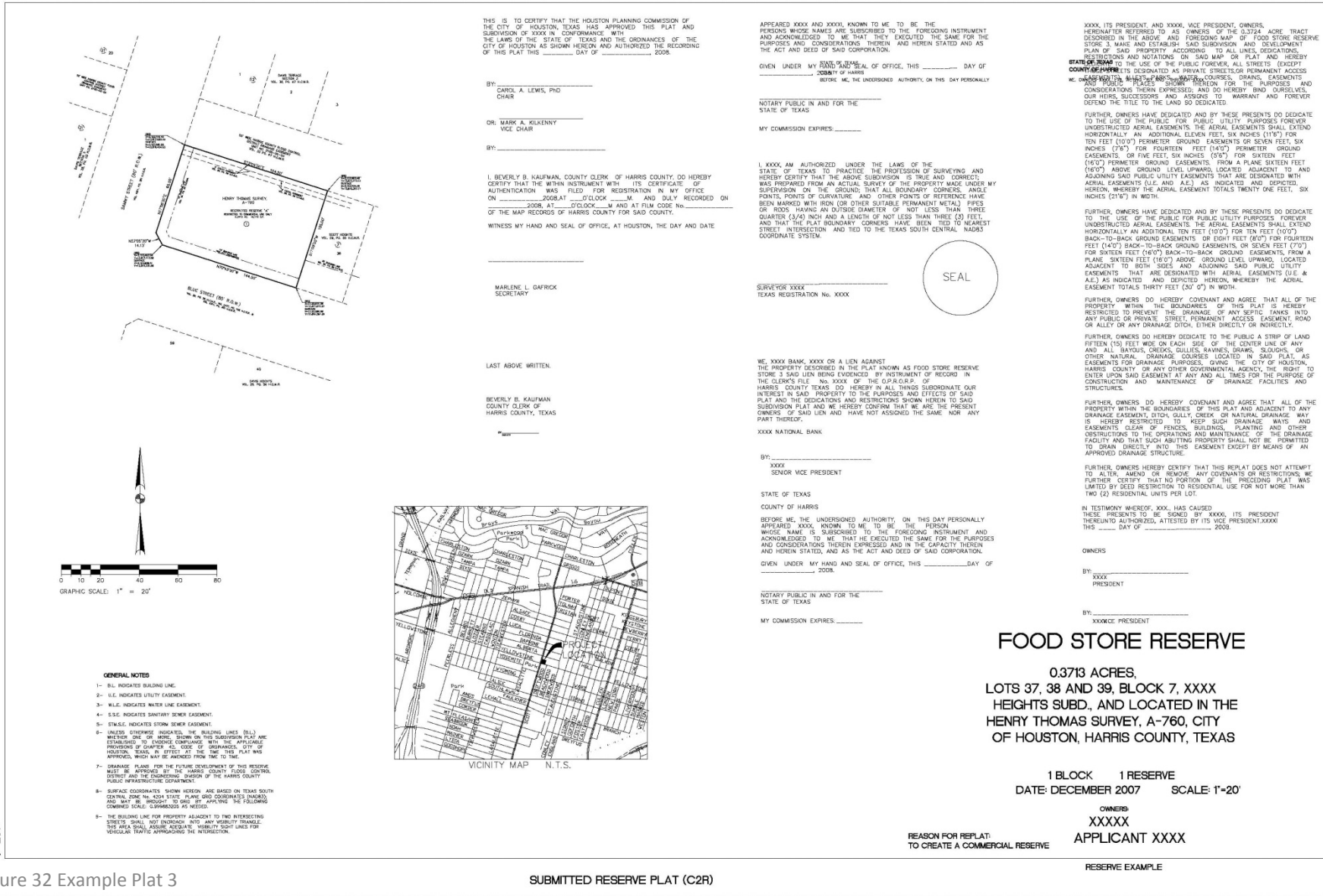
Owner: xxxx Applicant: xxxx

7-2911

Figure 31 Example Plat 2

Example Plat

What not to do



7-2911

Figure 32 Example Plat 3

SUBMITTED RESERVE PLAT (C2R)

NEXT: Consent Plat Classifications

Plat or Replat?

Plats are from Acreage; Abstracts or Tracts

Replats have Record information (i.e. Volume and Page OR a Recorded Map)

Plat Classification 42-23

C1 (Amending or Four Criteria)

C2 (No easements or ROW)

C3 (Preliminary and Finals; plats and replats) Includes C3N (Notice; for preliminary public hearing)

Class 1 (C1)

**Ordinance Chapter 42-1;
42-23 Local Government Code 212.016**

Purpose is to amend a scrivener's error; to move or remove lot lines on a recorded plat.

Applicable when applicant has a recorded subdivision plat and a surveyor has incorrect distances, bearings, call-outs, misspellings, misspelled street names on a recorded plat and would like to correct proven typos or small graphic amendments. See Code for details.

C2 and C3

Class 2 - C2

Not dedicating Streets

Not dedicating Easements

Plat is from Acreage

-or-

From existing subdivision
(Class 2 Replat)

Class 3 – C3

Can dedicate Streets

Can dedicate Easements

Plat is from Acreage (abstract)

-or-

From existing subdivision
(Class 3 Preliminary (C3R) Replat or
Public Hearing)

Class 3 replats require both
preliminary & final submission

OTHERS:

Street Dedication Plats,
Reconsiderations,
Extension of Approvals (EOA) and
Name Changes (NC)

Street Dedication Plats (SP)

- Create public street ROW (only)
- No reserves or lots within SP
 - Must have approved GP

Reconsiderations

- Reconsideration of Requirements.
- Option if plat approved with conditions.
- Concurrent Variance Requests accepted.
- Only variance fee if applicable .

Extension of Approvals

- Submit application during regular check – in through Plat
- Would extend the life of the plat one year before recordation.
- It must be approved by PC within a year of the original approval.

Name Changes

- A NC request is made to the Planning Commission for action.
- Request may be submitted after (final) plat approval and before recordation.
- Submit application using PLATTRACKER during regular check-in

IMPORTANT:

Consent Submission Items

Consent Submission Items

CPL (City Planning Letter) or Title Report (C2, C2R, C3R and C3F)

Existing conditions survey (lots within the city)

DWG subdivision file - PDF subdivision plan - DWG Registry drawing

Drainage Plan

Solid waste plan (Shared Driveways and PVT or PAE with less than 25 lots in the city)

Original plat for replats

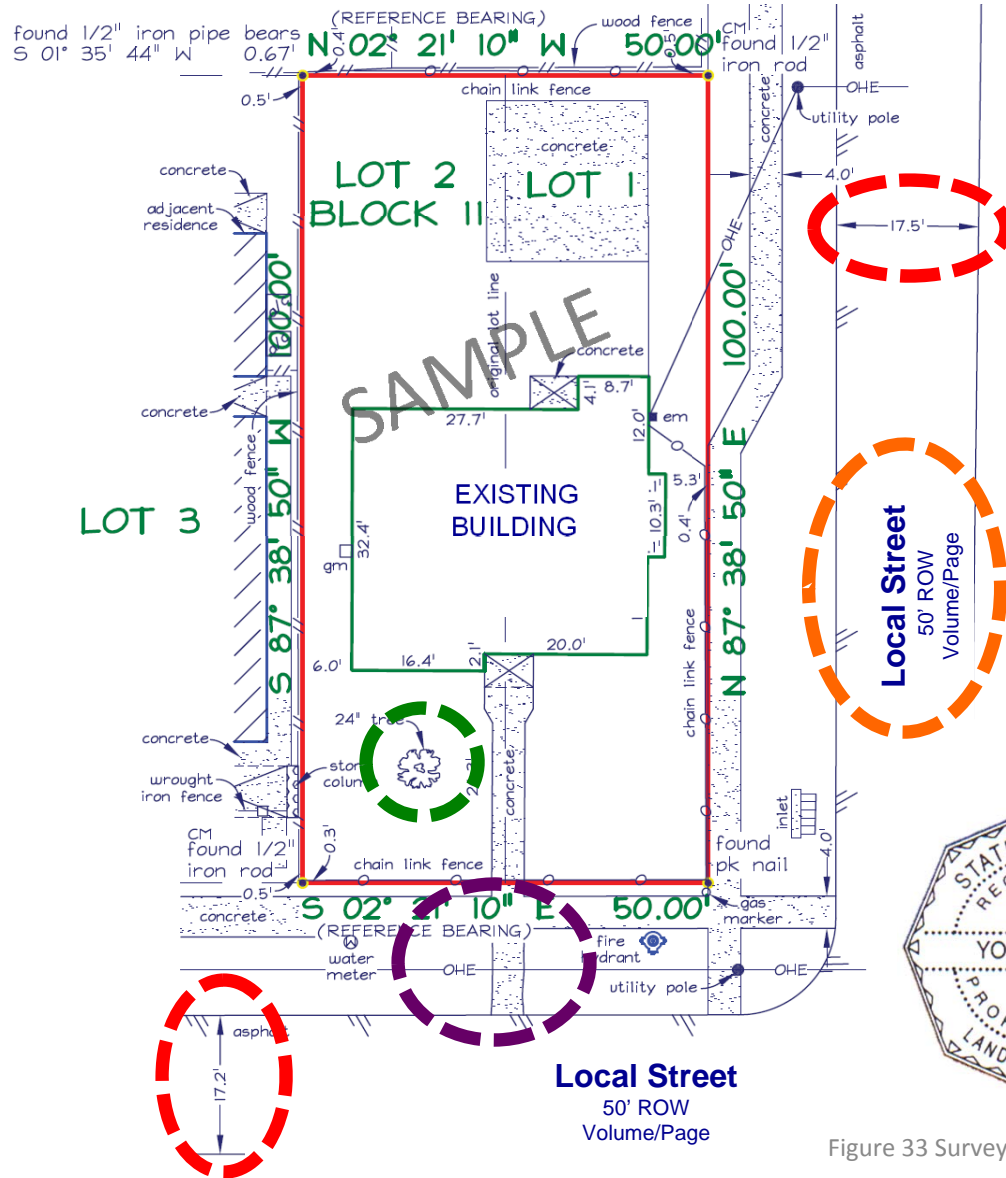
Payment

SUBMIT



Existing Conditions Survey

Sec. 42-56



- 1 Driveway, curbs, utility poles, fire hydrants, storm sewer inlets and others within 10' of the tract
- 2 Recorded easements
- 3 Trees
- 4 Roadways and sidewalks including the paving section width
- 5 Public rights-of-way



Also note any items that are not applicable

Figure 33 Survey Items

Drainage Submissions

The **100-year floodplain** is the land that is predicted to flood during a **100-year** storm, which has a 1% chance of occurring in any given year.

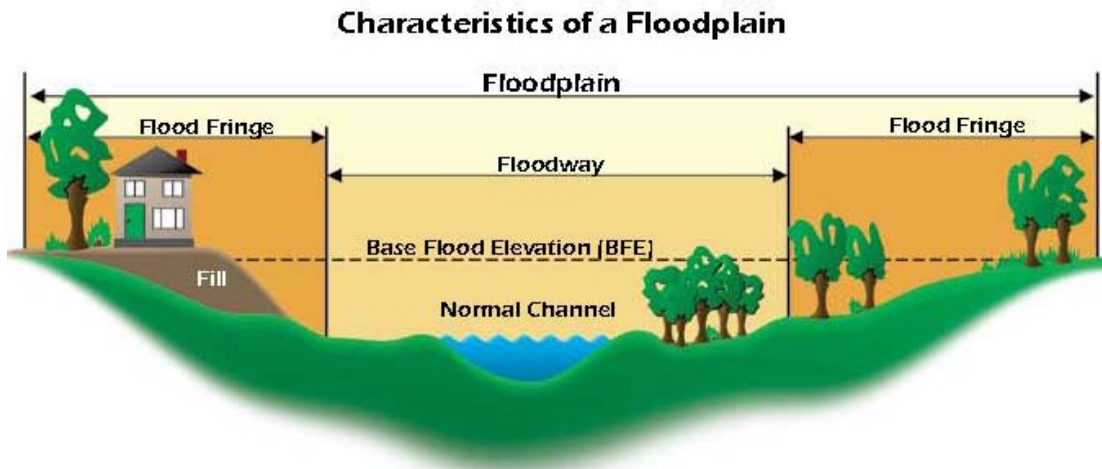


Figure 34:100 year Flood Plain: Umatilla County. 2009. Accessed August 28, 2015. <http://www.co.umatilla.or.us/planning/floodhazard.htm>

If a plat is inside the floodplain in the City, an approved Drainage Plan is required. →

DRAINAGE PLAN
FOR FLOODPLAIN PROJECT

FLOODPLAIN GROUP
APPROVED FOR PLAT

Date: 2/12/15

By: [Signature]

Phone: (832) 3949381

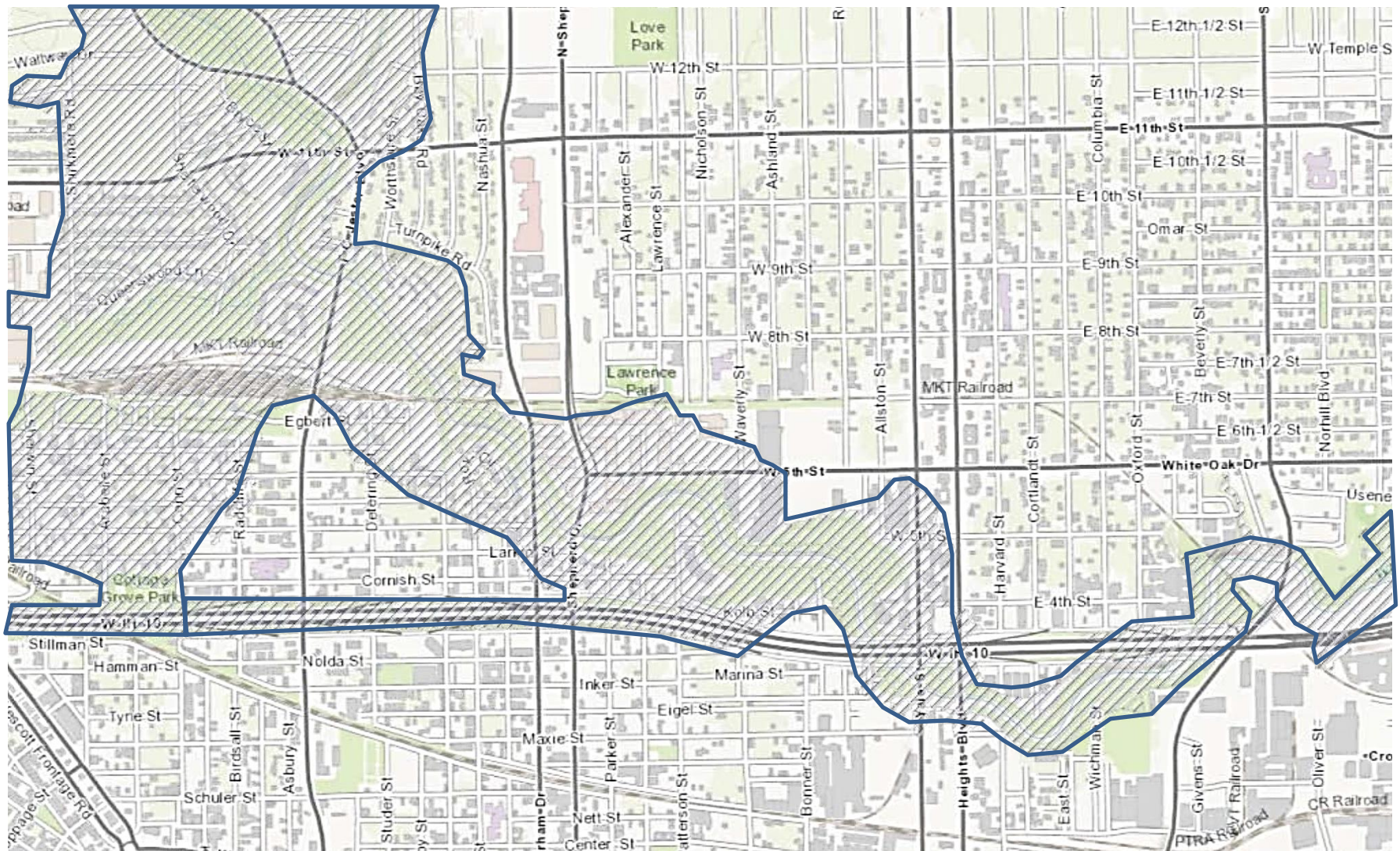
ENGINEERING SERVICE SECTION
APPROVED FOR PLAT

Date: 3.5.15

By: Sam Habibi

Figure 35 Drainage Plan Signature

Example of the 100 year flood plain on Consolidated Transportation Plan



Registry Drawing



The registry drawing is not locating



What do you mean is not locating?



So everything is good with the plat?



The registry drawing is not locating



Oh Boy..



Example of Registry Drawing Locating Incorrectly

Scale Factor: (0.99 ~ 1.1)

County: Fort Bend Harris Waller Liberty Montgomery

Verification: Pass Fail

Comments:

[Update Verification](#)

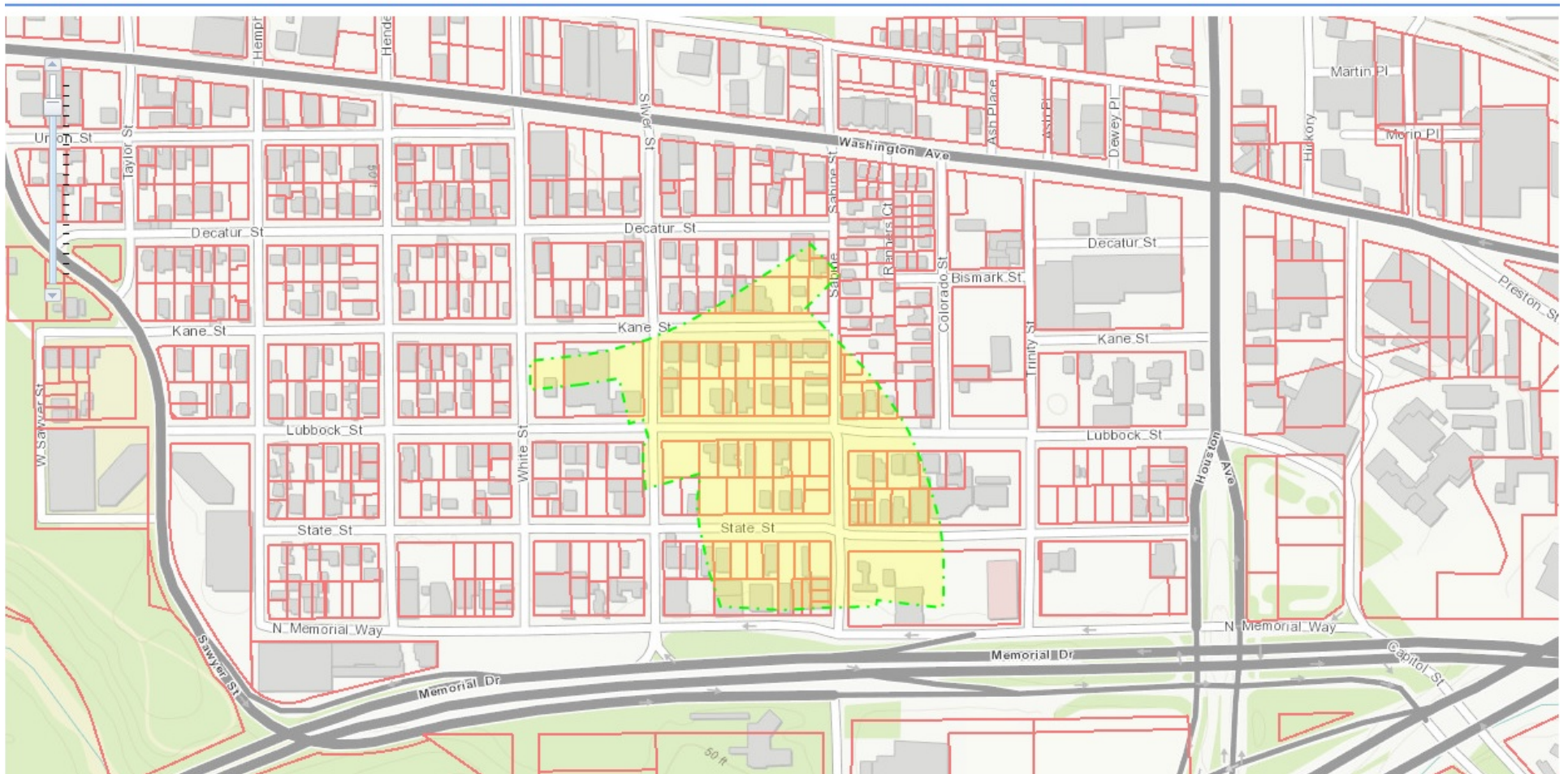
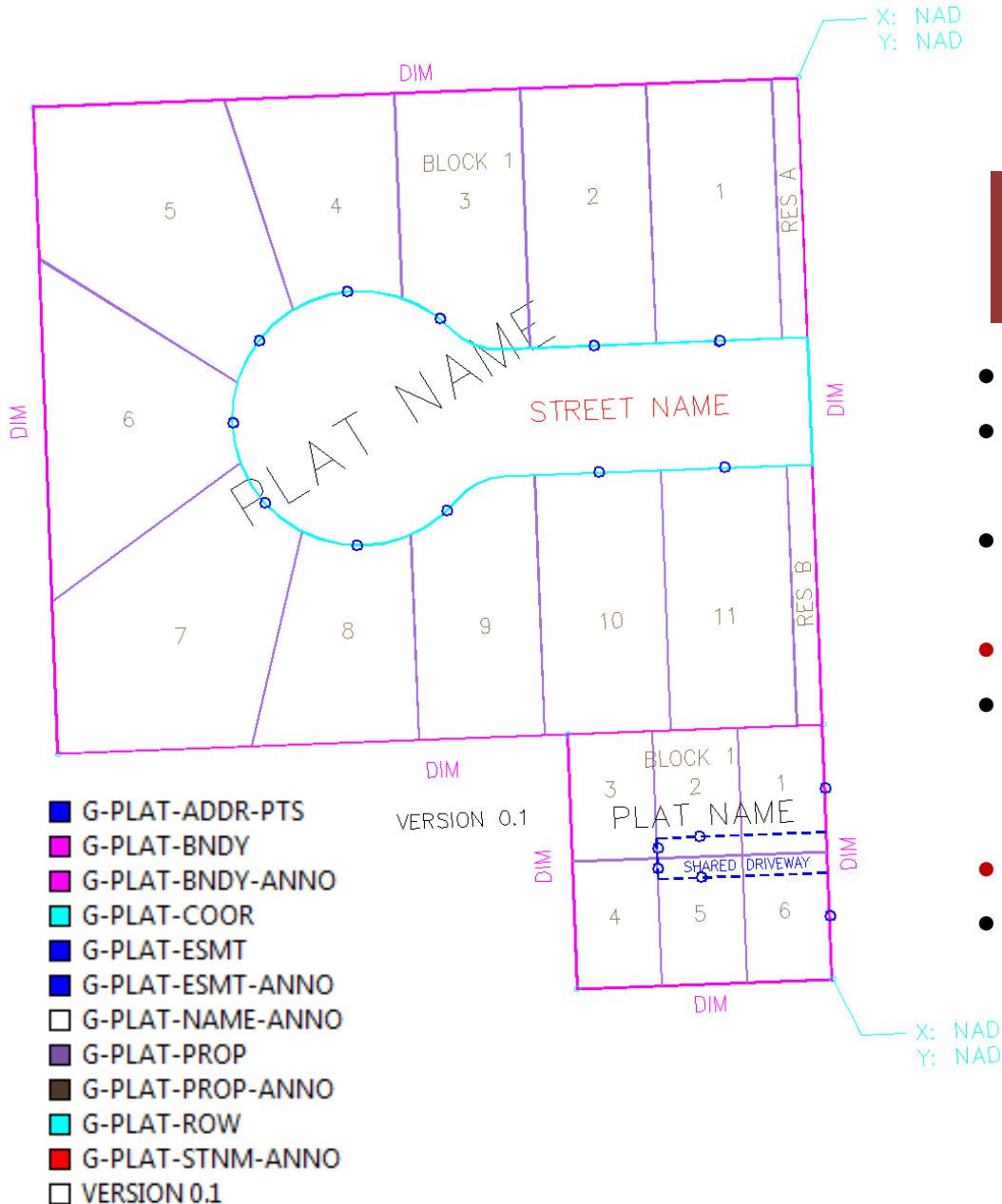


Figure 38 Registry Drawing Location

Registry Drawing – Template



Some Reasons why Reg Dwg Fails or Locates Incorrectly

- The boundary Polyline is not close.
- The layer VERSION 0.1 is not on the drawing or is empty.
- Extra layers and information (streets, easements, texts).
- **Save it on 2004 CAD.**
- Similar name to the layer on the template (G-PLAT-BNDY – G-PLAT-BOUNDARY). **(NO Symbols in name.)**
- **NO** line over the boundary polyline.
- The coordinates are not linked to the plat with a line.

Figure 39 Registry Drawing Template

Parks Submissions

Two ways to meet the parks requirement:
Dedicate park land (private or public)
OR pay parks fee.

Applicable to all plats
For Single Family in the city limits.
Ch. 42 - 252

Required Parks Table and Notes for Single Family Lots not Dedicating Park Land

- This property is located in Park Sector number “xx”
- No land is being established as Private Park or dedicated to the public for park purposes.
- No building permit or other permit, except permits for construction of public improvements, will be issued by the City of Houston, Texas, for construction within the subdivision until such time as the funds required under provisions of Section 42-253 of the Code of Ordinances of the City of Houston, Texas, has been submitted and accepted by the City.
- This percentage (___%) shall be applied to the then-current fee in lieu of dedication.
- The then-current fee in lieu of dedication shall be applied to this number (___units) of dwelling units.

I hereby certify that the information provided herein is true		
A	Number of Existing Dwelling Units (DU)	1
B	Number of Proposed DU	6
C	Net Number of DU	5

Required Parks Notes for Unrestricted Reserves in the City Limits

- This property is located in Park Sector “xx”
- If this plat is proposed to be multifamily residential, it is subject to the Parks and Open Space requirements of 42-251. A fee per unit will be assessed at the time of permitting at the then-current fee rate. If a private park is to be proposed or public park land is to be dedicated, park land reserves or land dedication must be shown on the face of the plat at this time.

Application Process

Plat Tracker

The City of Houston
Official Site for Houston, Texas
PLATTRACKER[®]

• Planning and Development Dept. Home
• City of Houston Home

Planning and Development Department
Welcome to the Plat Tracker home page

PLANNING & DEVELOPMENT DEPARTMENT

Plat Tracker allows land planners, civil engineers and surveyors to submit subdivision plat applications for review and presentation to the Houston Planning Commission. Applicants and the public will be able to track the progress of plat applications. Regional agencies that have an interest in land development in Houston and Houston's ETJ will use Plat Tracker to share files and communicate their comments to the Planning staff for each application.

The general public can keep up with land development proposals in their neighborhoods by viewing and downloading Planning Commission agendas, data spreadsheets regarding applications, meeting minutes, etc.

For information about Current Plat Applications scroll down to 'Planning Commission Agendas'.

To submit a plat application, please login:

Username:
Password:
 Remember me next time

Log On

*Forgot your Username or Password ?
Have not registered your organization? **Register it here.***

Plat Tracker Public Links

- Street Name Check
- Subdivision Name Check
- Subdivision Plat Submittal Reqs.
- Recordation
- Development Regulations
- Major Thoroughfare Plan
- Infrastructure Design Manual (coming)
- Archived Meeting Minutes
- Registry Drawing Instructions
- Registry Template (AutoCAD required)
- Request newsletter updates

My City - Houston Online Application

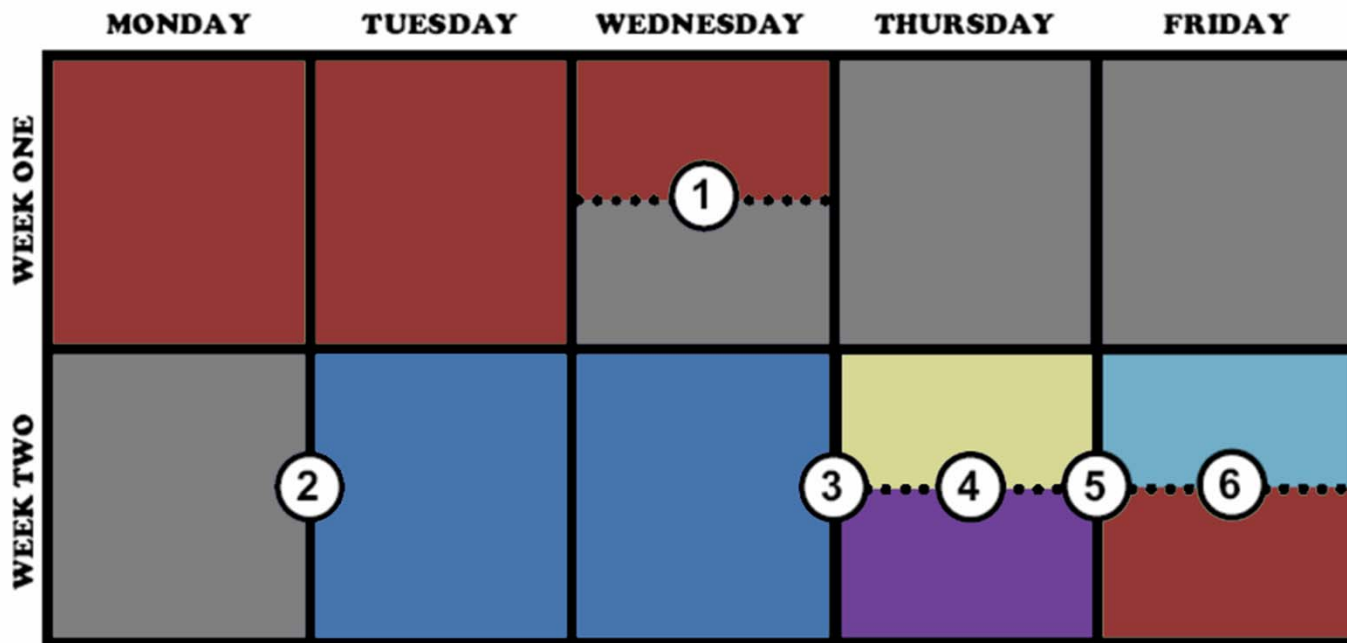
Current Message Board

- The recent amendments to Chapter 42 are effective Friday, July 24th. Click **here** to view the ordinance.
- Plat Submittal Policies and Guidelines**
- REFUND POLICY: The Planning and Development Department does not refund platting fees for incomplete, inactive or withdrawn plat applications.**
- Getting Started in Plat Tracker**
 - Registration Guide**
 - Registry Drawing Layer Definitions**
 - Registry Drawing Template**
 - Tips for Creating a Registry Drawing**
 - Applicant User Guide**
 - Addressing & Street Guidebook**
 - Addressing Ordinance**

For every new applicant an account has to be created on PLATTRACKER
<https://edrc.houstontx.gov/edrc/login.aspx>

Planning Staff Timeline:

The Plat Application Process



- ① Staff Transition from **CHECK-IN** to **REVIEW**
- ② Staff Transition from **REVIEW** to **RECOMMENDATION**
- ③ Staff Transition from **RECOMMENDATION** to **COMMISSION PREPARATION**
- ④ Staff Transition from **COMMISSION PREPARATION** to **COMMISSION ACTION**
- ⑤ Staff Transition from **COMMISSION ACTION** to **ACTION FORM GENERATION**
- ⑥ Staff Transition from **ACTION FORM GENERATION** to **CHECK-IN**

CHECK - IN

The staff determines if the application meets the submittal requirements of Chapter 42.

REVIEW

The staff determines if the application meets the all requirements of Chapter 42. Planners research property history, review applicable restrictions and receive input from other departments & agencies.

RECOMMENDATION

The planner meets with management on findings and recommendation. The staff notifies the applicant of recommendation.

PREPARATION

The staff prepares presentation material for the planning commission meeting. The agenda and supporting exhibits are finalized.

COMMISSION ACTION

The staff presents the findings to the planning commission. The commissioners may act on the application or defer decision for two-weeks if determined necessary.

ACTION FORM

Based on the planning commission's action, the staff generates Action Forms to close out applications on which final action has been taken. Deferred applications must address comments and/or provide requested info prior to noon on the following Wednesday.

Timing & Terminology:

CHECK IN

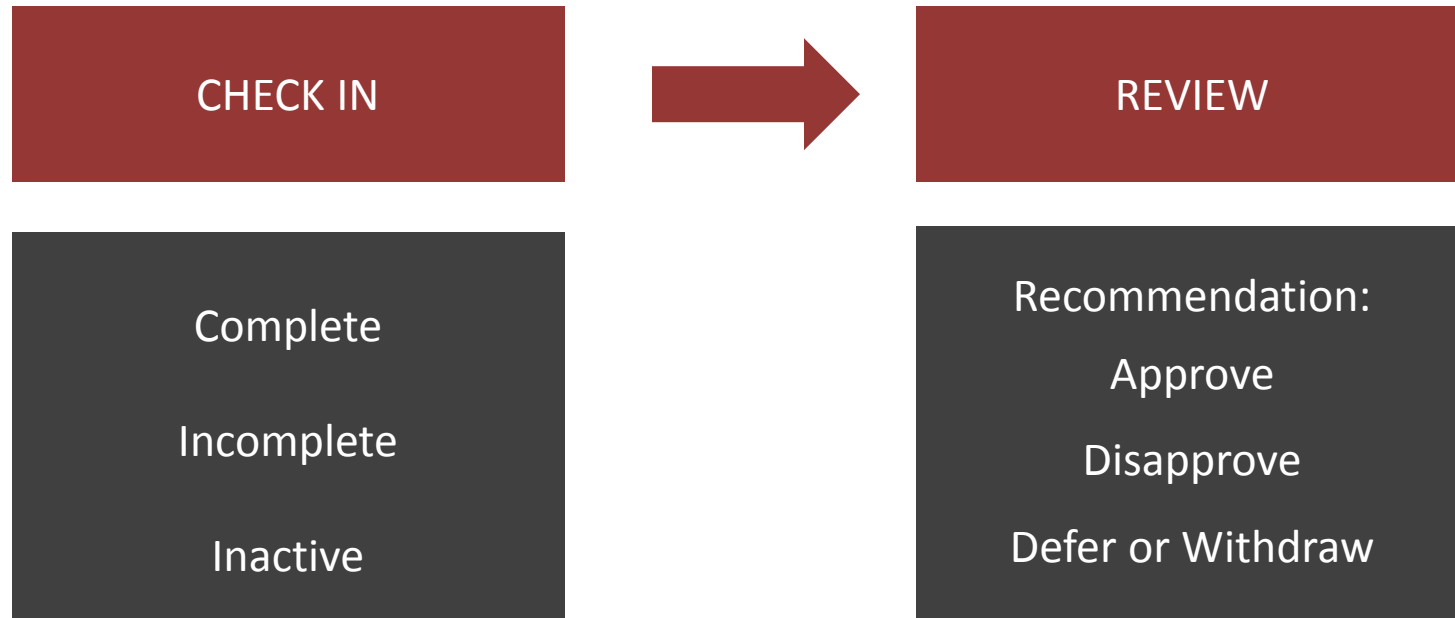
CHECK IN (“first week”; thru Tuesday)
Results in Incomplete (INC),
Inactivation (IA)
OR Completed and Promoted to
agenda for review by another
Planner



REVIEW

REVIEW (“second week”)
Results in recommendation for
Planning Commission action
(**Approve, Defer, Disapprove or
Withdraw**)

Application Process



No refund at anytime.

CHECK IN (“Week One”)

CHECK IN

Submission window open from Friday following PC until Monday at 11 am
Holiday schedule on line; typically 11 am Tuesdays

Staff reviews applications for completeness
-Incomplete applications are sent e-mail notification of incomplete items

Applicant may request **Inactive Status**

REVIEW (“Week Two”)

REVIEW

Completed apps are reviewed for Ch. 42 and Ordinance compliance

Staff may recommend approval, deferral or disapproval

Applicant may send an e-mail to request withdrawal or deferral

For more Information:

POD: Planner of the Day (832) 393-6000

October: PSEFI Workshops

My City (GIS Resources) <http://mycity.houstontx.gov>

PD Web Page: www.houstontx.gov