

## **CLASS 1 AMENDING PLAT STEPS**

### **STEP 1: Submit Package**

Send an email to one of the recordation planners with the following information for review.

- 1) PDF of the mylar (without signatures is ok)
- 2) Title report within 30 days
- 3) Proof of payment for review of class 1 plats (Class 1 plat fee + Admin fee)
- 4) Copy of the original plat if required
- 5) If in ETJ approval email from the County required.

Except for scrivener errors, all proposed amending plats will be sent to the legal department for review of deed restrictions.

Staff will review the application for compliance with Chapter 212, Chapter 42 and prevailing lot size and building line regulations.

Staff will notify via email when the review is complete.

Fee can be paid in person at 611 walker, 6<sup>th</sup> floor or by phone.

### **STEP 2: Make an Appointment**

Make plat Recordation Appointment at [www.clickbook.net](http://www.clickbook.net)

### **STEP 3: Recordation Appointment**

Provide the following material at recordation appointment.

- 1) Mylar with all required signatures
- 2) Pay recordation fee (Recordation fee + Admin fee)
- 3) Title report within 30 days
- 4) Tax certificates
- 5) Lien subordination if required
- 6) Copy of original plat if required
- 7) Agency letters if required
- 8) Return map agreement if required (not required for City and Harris county plats)

# REFERENCE GUIDE: CLASS 1 AMENDING PLAT GUIDE

