

PSEFI October 8, 2015

Professional Surveyors Educational Foundation, Inc.

Platting and “*Retrospect*” Workshop
Building on the Strength of our Past



PLANNING &
DEVELOPMENT
DEPARTMENT

SESSION 1.2

Recordation

PRESENTER:

Suvidha Bandi, Planner Leader

City of Houston Planning and Development
Department, Development Services



PLANNING &
DEVELOPMENT
DEPARTMENT

Plat Recordation Process

Subdivision Plat Recordation Process



GETTING STARTED

STEP 1: Get Planning Commission Approval



STEP 2: Submit Application and Pay Fee on Plat Tracker



STEP 3: Book an appointment using Clickbook



STEP 4: Recordation Appointment

Application incomplete Email sent to applicant

Submit required documents Book another appointment



STEP 5: Recordation application is complete & accepted



STEP 6: Mylar sent for Recordation to County Clerk or County



STEP 7: Recorded Mylar is scanned



STEP 8: Pick-up Mylar Applicant notified by email

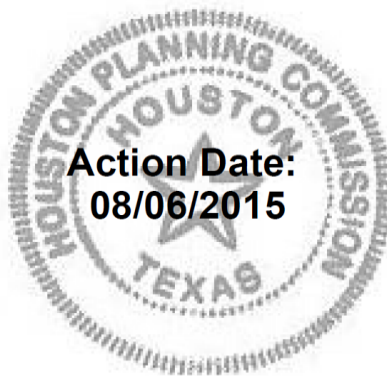
STEP 1: Get Planning Commission Approval

Get Planning Commission Approval - Final Plat only

- CPC 101 Form – Valid for 1 year
- Extension of Approval (EOA)

Commission Action:

Approve the plat subject to the conditions listed



Contact the City of Houston, Planning and Development Department with questions regarding the Planning Commission's action or the conditions or requirements for approval. Call 713-837-7701 and speak with the "Planner of the Day." The Planning and Development Office is located at **611 Walker Street, Sixth Floor, Houston, Texas 77002.**

STEP 2: Submit Application



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, 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

To submit a plat application,
please login:

Username:

Password:

Remember me
next time

Log On

Forgot your **Username or Password** ?

Have not registered **Register it here.**
your organization?



User: TUCKER, MATT

Windrose Land Services, Inc. [

Applicant Admin]

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Welcome to the Plat Tracker

Plat Tracker Status: **(Connected/Unconnected)**

Plat Tracker Submittal Period: **(Open/Closed)**

Latest News

1. The recent amendments to Chapter 42 are effective Friday, July 24th. Click [here](#) to view the ordinance.
2. **Plat Submittal Policies and Guidelines**
3. REFUND POLICY: **The Planning and Development Department does not refund platting fees for incomplete, inactive or withdrawn plat applications.**

Plat Tracker Links

[Subdivision Plat Submittal Requirements](#)

[Recordation](#)

[Development Regulations](#)

[Planning Department Forms](#)

[Major Thoroughfare Plan](#)

[PWE Infrastructure Design Manual](#)

Having trouble? Contact us at plattrackeradmin@houstontx.gov

Plat Tracker Pay Connexion Issues:
832-393-6555

Planner of the Day: 832-393-6624

Planning and Development Department,
City of Houston,
611 Walker St., 6th Floor, Houston, TX
77002



My City - Houston

Map References:

A. To determine if a property inside city limits in Harris County will be impacted by additional stormwater detention requirements.

Go to: 'My City - Houston', and select visible layers: Parcels and City Layers 100 yr flood plain (Harris, FEMA/TSARP)

B. To determine if a property inside city



User: TUCKER, MATT

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Plat Recordation Request

Application Number:

[Start Recordation](#)

• If you don't know your Application Number, Check Subdivision Name can help finding that by entering the subdivision name.

Recordation requests by your organization. You can click on the AppNo to see more details.

AppNo	Subdivision Name	Applicant	Status Date	Planner
2015-1648	Prince of Peace Catholic Community Sec 1 replat no 1 and extension	Matt Tucker	09/24/2015	
2015-1021	Beltway Southwest Business Park Sec 1	Matt Tucker	09/23/2015	Mikalla Hodges
2015-1649	Memorial Green Sec 2 replat and extension	Matt Tucker	09/23/2015	Mikalla Hodges
2015-1121	CVS at FM 529 and Barker Cypress	Matt Tucker	09/21/2015	Mikalla Hodges
2014-2705	Grand Parkway Distribution Center Sec 1	Matt Tucker	09/21/2015	Mikalla Hodges
2015-1321	Reinerman Townhomes Sec 2	Matt Tucker	09/17/2015	
2015-1219	Stripes at OST and Cullen	Matt Tucker	09/17/2015	Dorianne Powe
2015-1277	Domain New Forest	Matt Tucker	09/15/2015	Suvidha Bandi
2014-1805	Stripes Rankin Road	Matt Tucker	09/15/2015	Dorianne Powe
2015-0793	Haven at Augusta Woods Village Apartments	Matt Tucker	09/15/2015	Suvidha Bandi
2015-0955	Augusta Haven Drive at Timber Crest Village Drive Street Dedication	Matt Tucker	09/09/2015	Suvidha Bandi
2015-1097	I 10 East at Freeport	Matt Tucker	09/09/2015	Suvidha Bandi
2013-2694	Houston Armature Works East	Matt Tucker	09/04/2015	Aracely Rodriguez
2015-0000	Southgate Addition Sec 3 replat no 1	Matt Tucker	09/01/2015	Christa Stopham

Plat Recordation Request

Application Number: 2015-1275

[Go To Another Recordation](#)
Subdivision Name: **Houston First North Garage Addition**Application Type: **C3F**Plat Location: **City**County: **Harris**Plat Approval Date: **06/25/2015**Plat Expiration Date: **06/25/2016**Recordation Status: **Not Requested
Yet**

Instructions:

- This recordation process will be exclusively assigned to your organization once you upload the first recordation specific document;
- Please upload the relevant document(s) for your plat application recordation.
- Select the document type first and then browse to find the file/document from your system to upload; Then click on the Upload button.
- Title Report(s) is the required document. You cannot submit your request unless the Title Report is uploaded;
- Only documents in PDF format are allowed for upload;
- Uploading the same file with the same *selected Document Type* will override the previous one;
- You can upload necessary documents until the recordation request is *accepted* by a recordation planner;
- Once submitted you can no longer delete any of the uploaded documents;
- Please pay the fees after you submitted your Recordation Request but prior to scheduling meeting appointment with a recordation planner; No review is performed unless the fees are fully paid.

Select Document
Type:

Browse...

No file selected.

Uploaded Documents:

	Document Name	Planner comment	Uploaded by	Date Uploaded
1	ActionCPC_25_2015-1275.pdf		Hector Rodriguez	6/26/2015 1:47:50 PM
2	PD Markup PDF_SubdivisionPlatPDF_Houston First North Garage Addition_Markup.pdf		Andrew Lang	6/24/2015 4:18:45 PM

Reviewer Comments / Notes:

Plat Recordation Request

Application Number: 2015-1275

Go To Another Recordation

Subdivision Name: Houston First North Garage Addition
Application Type: C3F
Plat Location: City
County: Harris

Plat Approval Date: 06/25/2015
Plat Expiration Date: 06/25/2016
Recordation Status: Not Requested Yet

Instructions:

- This recordation process will be exclusively assigned to your organization once you upload the first recordation specific document;
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- Title Report(s) is the required document. You cannot submit your request unless the Title Report is uploaded;
- Only documents in PDF format are allowed for upload;
- Uploading the same file with the same *selected Document Type* will override the previous one;
- You can upload necessary documents until the recordation request is *accepted* by a recordation planner;
- Once submitted you can no longer delete any of the uploaded documents;
- Please pay the fees after you submitted your Recordation Request but prior to scheduling meeting appointment with a recordation planner; No review is performed unless the fees are fully paid.

Select Document Type:

- Title Report
- Lien Holder's Subordination Form
- Metes and Bounds
- Owner's Ratification Form
- Tax Certificate
- HCAD Map
- Vacating Plat Instrument
- Return Map Agreement
- HCAD Information
- Other

Browse...

No file selected.

Upload

Uploaded Documents:

			Planner comment	Uploaded by	Date Uploaded
1	ActionCPC_25_2015-			Hector Rodriguez	6/26/2015 1:47:50 PM
2	PD Markup PDF_Subd Addition_Markup.pdf			Andrew Lang	6/24/2015 4:18:45 PM

Reviewer Comments / Notes:

Type:



Browse...

No file selected.

Upload

Uploaded Documents:

	Document Name	Planner comment	Uploaded by	Date Uploaded
	1 ActionCPC_118_2015-1648.pdf		Mikalla Hodges	8/21/2015 8:59:15 AM
	2 PD Markup PDF_Prince of Peace replat and extension.pdf		Mikalla Hodges	8/19/2015 11:40:55 AM
Delete	3 RcrdHCADInformation_2015-1648_0460500000389.pdf		Matt Tucker	9/24/2015 8:43:11 AM
Delete	4 RcrdHCADInformation_2015-1648_0460500000448.pdf		Matt Tucker	9/24/2015 8:42:57 AM
Delete	5 RcrdHCADInformation_2015-1648_0460500010001.pdf		Matt Tucker	9/24/2015 8:42:43 AM
Delete	6 RcrdHCADInformation_2015-1648_0460500010016.pdf		Matt Tucker	9/24/2015 8:42:25 AM
Delete	7 RcrdHCADInformation_2015-1648_0460500010058.pdf		Matt Tucker	9/24/2015 8:40:34 AM
Delete	8 RcrdHCADInformation_2015-1648_1190070010001.pdf		Matt Tucker	9/24/2015 8:40:15 AM
Delete	9 RcrdHCADMap_2015-1648_HCAD Map.pdf		Matt Tucker	9/24/2015 8:43:50 AM
Delete	10 RcrdTxCertificate_2015-1648_Cy-Fair ISD Certs.pdf		Matt Tucker	9/24/2015 8:45:01 AM
Delete	11 RcrdTxCertificate_2015-1648_CYFair ISD tax Certs.pdf		Matt Tucker	9/24/2015 8:44:41 AM
Delete	12 RcrdTxCertificate_2015-1648_HC Certs.pdf		Matt Tucker	9/24/2015 8:44:22 AM
Delete	13 RcrdTxCertificate_2015-1648_HC Composite Tax Receipts.pdf		Matt Tucker	9/24/2015 8:44:31 AM
Delete	14 RcrdTitleReport_2015-1648_CPL 9-2-15.pdf		Matt Tucker	9/24/2015 8:46:18 AM

Reviewer Comments / Notes:

Fees:

Fee Items	Estimated Amount (\$)
Admin Fee	27.52
Base Fee	286.23
Total	313.75

Submit

	CITY	COUNTY
CPC 101 FORM/MARKUP	✓	✓
CPL	✓	✓
FEE	✓	✓
HCAD OWNER SHEET/MAP	✓	--
TAX CERTIFICATES	✓	--
EASEMENT EXHIBIT	✓	✓
LIEN SUBORDINATION	✓	✓
RETURN MAP AGREEMENT	--	✓ (Except Harris County)

STEP 3: Appointment On Clickbook

- Appointments must be booked min. 48 hrs in advance
- Do not overbook
- Call recordation planner ahead of time to cancel

Let your clients book online with ClickBook FREE* appointment scheduler.



- ✓ Ideal for Massage and Remedial Therapists,
- ✓ Hair, Nail & Beauty Salons,
- ✓ Psychologists & Natural Medicine Practitioners,
- ✓ Parent-Teacher Meetings & Academic services,
- ✓ Anyone that takes appointments!



try the **Widget** **booknow** Instant 

Value Calculator 

Sign Up Today! 

* ClickBook FREE is for solo businesses with 1 physical address, mobile & online services and 50 max current bookings. [Upgrade](#) is required for additional staff and physical locations or more than 50 current bookings.

Search ClickBook for online appointment providers

United States [Change Country](#)

Showing: 6 result(s) for "Houston Planning" in United States

TEXAS

[Abundant Life Wellness](#) - Katy, Texas

Abundant Life Wellness offers the very best in Massage & Bodywork, Nutritional Planning, Corrective Garments, as well as, Skin Care and Cosmetic Services to provide you with the warm, inviting atmosphere. Our studio is located in Katy, Texas & provide services throughout Houston, Texas area. ALW is co ...

[CENTURY ENGINEERING INC](#) - Houston, Texas

Century Engineering, Inc. is a full service civil engineering firm providing professional engineering, land planning, environmental management, surveying and construction management to Houston and it's surrounding areas for the past three decades. Our staff of engineers and technicians are experienc ...

[City Of Houston- Planning and Development Department](#) - Houston, Texas

Dear Applicants, To book a recordation appointment, follow the instructions as listed & choose the time, date & the planner. All appointments must be booked min. 48 hrs in advance. Once booked, an application for recordation must be submitted in Plat Tracker. After an application is submitted, you w ...

[LORRAINE PRODUCTIONS](#) - Houston, Texas

Event Planning & Dance Choreography

[THE SOCIETY FOR FINANCIAL AWARENESS- HOUSTON MIDTOWN CHAPTER](#) - Houston, Texas

SOFA is a nationwide 501(c)3 Non Profit Educational Speakers Bureau. Our mission is to end financial illiteracy across America, one community at a time. As a Public Benefit Corporation, we are comprised of various financial professionals who volunteer a Pro Bono service to the community by providing ...

[WEST BELT SURVEYING](#) - Katy, Texas

West Belt Surveying, Inc. was established in 1998 and is a Houston-based professional land surveying and consulting firm that provides accurate land surveying data vital to the effective planning, design and construction of any project. West Belt Surveying has extensive experience in ALTA/ACSM Surve ...

Resource Calendars [help](#)



[Appointment Sheet](#)

[All Resources](#)

Dipti Mathur	Full	▲
Sam Vacanti	0%	
Suvidha Bandi	Full	
Dorianne Powe-Phle...	Full	☰
Muxian Fang	Full	
Aracely Rodriguez	0%	
Christa Stoneham	Full	
Marlon Connley	Full	▼

Standard Services [help](#)



[Plat Recordation- NEW \\$305.07 \(60 min\)](#)

Custom Appointments [help](#)

[Custom Booking](#)

[Time Block - "Not Available"](#)

[Time Block - "Available"](#)



ClickBook Mobile



On the go? Try ClickBook Mobile at clickbook.net/mobile with your Smartphone or

[Close News Item](#)

	<i>Name</i>	<i>Position Title</i>	<i>Status</i>
	Dipti Mathur dipti.mathur@houstontx.gov	Administration Manager (Main Contact)	Active
	Sam Vacanti Sam.vacanti@houstontx.gov	Planner Leader	Active
	Suvidha Bandi Suvidha.band@houstontx.gov	Planner Leader	Active
	Dorianne Powe-Phlegm Dorianne.powe-phlegm@houstontx.gov	Planner Leader	Active
	Muxian Fang Muxian.fang@houstontx.gov	Planner Leader	Active
	Aracely Rodriguez Aracely.rodriguez@houstontx.gov	Senior Planner	Active
	Christa Stoneham Christa.Stoneham@houstontx.gov	Planner	Active
	Jackie Smith Jackie.Smith@houstontx.gov	Assistant Director	Waiting on Confirmation
	Marlon Connley Marlon.Connley@houstontx.gov	Planner	Active

City Of Houston- Planning and Development Department



611 walker street, 6th floor, Houston 77002 TX, United States Tel: 713-837-7970 [Contact Us](#) [Website](#)

[Sign in](#) | [ClickBook Information](#)

Welcome!

Dear Applicants, To book a recordation appointment, follow the instructions as listed & choose the time, date & the planner. All appointments must be booked min. 48 hrs in advance. Once booked, an application for recordation must be submitted in Plat Tracker. After an application is submitted, you will receive a confirmation email from the planner. Please bring a copy of the email to the appointment. To cancel appointments, call recordation planner at least 1 hr prior to the scheduled meeting.



Houston Location - Please select a Service

[Plat Recordation- NEW \\$305.07 \(60 min\)](#)

All recordation appointments must be scheduled using the online booking system and most required documentation must be submitted in Plat Tracker. For details about the new subdivision plat recordation...

People & Resources



Aracely Rodriguez
Planner



Christa Stoneham
Planner

User Signin

Sign in with your email address and password to review your current appointments.

Email Address

Password

Sign in

[Remember me](#) [Forgot password?](#)

New Users

Ready to make a Booking?

Select the desired location & service then follow the prompts to select a date & time that is convenient for you.

After you choose a date & time, you will create an account with your details and complete the booking.

Your email address and password will then allow you to review, change and add appointments.

Map

City Of Houston- Planning and Development Department



611 walker street, 6th floor, Houston 77002 TX, United States Tel: 713-837-7970 [Contact Us Website](#)

[Sign in](#) | [ClickBook Information](#)

Service Details [Go Back](#)

Plat Recordation- NEW \$305.07 (60 min)

Please Note:

- This service can not be booked online within **2 day(s)** of the desired appointment time. For shorter notice bookings, please call.

Find Available Time

With Anyone / Any Resource

Today (Mon)	Sep 21, 2015	<input type="button" value="v"/>	Sep	<input type="button" value="v"/>	2015	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Tomorrow (Tue)	Sep 22, 2015							
Wednesday	Sep 23, 2015							
Thursday	Sep 24, 2015							
Friday	Sep 25, 2015							
Saturday	Sep 26, 2015							
Sunday	Sep 27, 2015							
Next Available								

	Su	Mo	Tu	We	Th	Fr	Sa
35	30	31	1	2	3	4	5
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30	1	2	3
40	4	5	6	7	8	9	10

*Green shading represents days with available appointments.

Anyone / Any Resource is normally available on:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

City Of Houston- Planning and Development Department



611 walker street, 6th floor, Houston 77002 TX, United States Tel: 713-837-7970 [Contact Us](#) [Website](#)

[Sign in](#) | [ClickBook Information](#)

Service Details - Select Date/Time [Go Back](#)

Wednesday, September 23

(GMT-06:00) Central Time (US & Canada)

[Previous Day](#) [Next Day](#) [Next Available](#)

Suvidha Bandi

Morning Afternoon Evening

[11:00 AM](#) - -

Find Available Time

With Anyone / Any Resource

Today (Mon)	Sep 21, 2015	Updating... 15 <input type="button" value="v"/> <input type="button" value=">"/>							
Tomorrow (Tue)	Sep 22, 2015								
Wednesday	Sep 23, 2015	Su	Mo	Tu	We	Th	Fr	Sa	
Thursday	Sep 24, 2015	35	30	31	1	2	3	4	5
Friday	Sep 25, 2015	36	6	7	8	9	10	11	12
Saturday	Sep 26, 2015	37	13	14	15	16	17	18	19
Sunday	Sep 27, 2015	38	20	21	22	23	24	25	26
		39	27	28	29	30	1	2	3
		40	4	5	6	7	8	9	10

*Green shading represents days with available appointments.

Resource Calendars [help](#)

[Appointment Sheet](#)

[All Resources](#)

- [Dipti Mathur](#) 0%
- [Sam Vacanti](#) 0%
- [Suvidha Bandi](#) 43%
- [Dorianne Powe-Phle...](#) Full
- [Muxian Fang](#) Full
- [Aracely Rodriguez](#) Full
- [Christa Stoneham](#) Full

Standard Services [help](#)

[Plat Recardation- NEW \\$305.07 \(60 min\)](#)

Custom Appointments [help](#)

[Custom Booking](#)

[Time Block - "Not Available"](#)

[Time Block - "Available"](#)

Service Details - Select Date/Time

Tuesday, September 22 (Tomorrow)

(GMT-06:00) Central Time (US & Canada)

[Previous Day](#) [Next Day](#) [Next Available](#)

Dipti Mathur

Morning Afternoon Evening

- [4:00 PM](#) -

Find Available Time

With Anyone / Any Resource

[Today \(Mon\)](#) Sep 21, 2015

[Tomorrow \(Tue\)](#) Sep 22, 2015

[Wednesday](#) Sep 23, 2015

Thursday Sep 24, 2015

Friday Sep 25, 2015

Saturday Sep 26, 2015

Sunday Sep 27, 2015

[Next Available](#)

Su	Mo	Tu	We	Th	Fr	Sa
35	30	31	1	2	3	4
36	6	7	8	9	10	11
37	13	14	15	16	17	18
38	20	21	22	23	24	25
39	27	28	29	30	1	2
40	4	5	6	7	8	9

*Green shading represents days with available appointments.

Anyone / Any Resource is normally available on:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

< Sep 2015 >

Su	Mo	Tu	We	Th	Fr	Sa
35	30	31	1	2	3	4
36	6	7	8	9	10	11
37	13	14	15	16	17	18
38	20	21	22	23	24	25
39	27	28	29	30	1	2
40	4	5	6	7	8	9

[Clients](#) [New Import](#)

Start typing name to search

Start typing the first few characters of a name or surname and wait a couple of seconds or press Enter. ClickBook will display up to 10 matches.

You can [switch](#) to a full listing of clients, which provides additional tools such as Client Merge. Staying in the full-list mode is not recommended if you have a large Client List or a slow connection.

STEP 4: Recordation Appointment

- Be on time
- Be aware of the project
- Status:
 - Incomplete
 - Complete
 - Accepted



- Incomplete applications will require a new appointment after all the items are addressed

Next Steps

STEP 5: Recordation application complete & accepted



STEP 6: Mylar sent for Recordation to County Clerk or County



STEP 7: Recorded Mylar scanned



STEP 8: Pick-up Mylar Applicant notified by email

Amending Plat

STEP 1: Submit Amending Plat Package with fee receipt via email to planning.amendingplats@houstontx.gov



Planner and Legal review

Cannot do amending plat per review
Email sent to applicant

Can do amending plat per review
Email sent to applicant



STEP 2: Book an appointment using Clickbook



STEP 3: Recordation Appointment



Recordation application is complete & accepted



Mylar sent for Recordation to County Clerk or County



Pick-up Mylar Applicant notified by email

LINKS



<https://edrc.houstontx.gov/edrc/RecReview.aspx>

<https://www.clickbook.net/>

<http://www.houstontx.gov/planning/Forms/>

<http://houstontx.gov/planning/Subdivision-Plat-Recordation>

