



# CITY OF HOUSTON

Planning and Development

**Bill White**

Mayor

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VIA EMAIL

August 26, 2008

Dear Platting Applicant:

**Re: CLARIFICATION -- Additional Submittal Requirements for Subdivision Plat Applications Requesting a Variance or Special Exception.**

The Planning & Development Department has revised the following list of additional submittal requirements to clear up potential confusion. This list was originally distributed on August 1, 2008 and applies to subdivision plat applications requesting a variance or special exception.

- **Site Survey** showing relevant features shall be required for:
  - applications requesting a variance to the building line or right-of-way dedication requirements of Chapter 42. The survey shall show the location and dimensions of the roadway paving section, sidewalk(s), tree(s) and other physical characteristics that are within the rights-of-way adjacent to the subject tract.
  - applications requesting a variance or special exception where an onsite physical characteristic(s) is being used to justify the request. Examples include, but are not limited to, existing structures, trees, water features, utilities, etc.
- **Site Plan** showing the property as it is proposed to be developed, including structures (existing and proposed), property ingress/egress, internal driveways, parking, trees and landscaping. Applicants may submit written notification to the Planning Department if no preliminary/conceptual site layout plans have been considered. Applications requesting a variance to the building line requirements of Chapter 42 must be accompanied by a proposed site plan.
- **Aerial Photo Exhibit** showing proposed site juxtaposed on a recent aerial photo of the site with the surrounding conditions such as Major Thoroughfares, public rights-of-way, drainage easements, water bodies, etc.
- **Ownership records** when requesting to take access from any private easement outside the plat boundary.
- Any **additional documentation** referenced in your variance or special exception request.

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We routinely request this same information after an application has been promoted to the agenda. Provided earlier in the process, this information will give staff, Planning Commission and community stakeholders sufficient time to fully evaluate your project and should reduce the number of deferrals.

This change will become effective September 2, 2008. All requirements for plat submittals can be found on our web site at [www.hosutonplanning.com](http://www.hosutonplanning.com). Please call Jennifer Ostlind, Division Manager, at 713-837-7871 if you have questions.

Sincerely,

A handwritten signature in cursive script that reads "Marlene L. Gafrick".

Marlene L. Gafrick  
Director  
MLG:jo