



# CITY OF HOUSTON

Planning & Development  
Department

**Bill White**

---

Mayor

Robert M. Litke  
Director  
Planning & Development  
Department  
P.O. Box 1562,  
Houston, Texas 77251-1562  
611 Walker 6th Floor,  
Houston, Texas 77002

T. 713.837.7708  
F. 713.837.7703  
[www.cityofhouston.gov](http://www.cityofhouston.gov)

August 25, 2005

Dear Platting Applicant:

The Planning and Development Department is implementing and clarifying a number of procedural requirements consistent with Chapter 42 intended to streamline our plat review process, reduce the number of deferrals, and reduce the number of errors found/changes needed at recordation. Four items are attached to this letter: 1) Application Submittal Requirements, 2) Common Reasons for Deferral, 3) Tips for Preparing Your Application and 4) sample City Planning Letter.

- 1) **Subdivision Plat Application Requirements.** This is a list of mandatory information that must be provided in the application and on the face of the plat at the time of submittal in order for your application to be considered complete. If any of these items are missing from your application, or are not provided correctly or in the proper format, the Planning Director will deem your application incomplete for the current Planning Commission cycle and will send an explanation of the deficiency via email. Supplemental information will not be accepted after the submittal deadline to complete an application.

Please note that all electronic file attachments other than the plat AutoCad drawings (e.g., city planning letters, deed restrictions, amenities plans, etc.) must be named in a manner that identifies what the file is, according to the following format: title, date (00\_00\_00), client information if needed. Each item listed as a required submittal attachment is followed by the naming format.

Also, multiple-page documents must be saved as a single document and attached as a single attachment. For example, a city planning letter with three pages must be added to the application as a single, 3-page attachment, rather than 3 individual attachments.

- 2) **Common Reasons for Deferral.** Without sufficient or correct information, staff cannot complete a thorough timely review or make a recommendation on your application. Attached is a list of common reasons for deferring applications to a later agenda for further study or additional information. Due to the large volume of applications considered each cycle, addressing these issues and providing this information with the submittal will facilitate the review process and avoid deferrals.

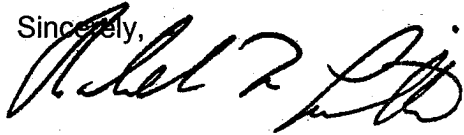
Council Members: Toni Lawrence Carol M. Galloway Mark Goldberg Ada Edwards Addie Wiseman  
M. J. Khan Pam Holm Adrian Garcia Carol Alvarado Mark Ellis Gordon Quan Ronald C. Green  
Shellev Sekula-Gibbs M. D. Michael Berry Controller: Annise D. Parker

August 25, 2005  
Page 2

- 3) **Tips for Completing Your Subdivision Application.** Use this information to help ensure quick and thorough review of your project.

The policies referenced above will become effective on September 9, 2005. Please read these carefully and keep them handy for future reference.

Sincerely,



Robert M. Litke  
Director

RML:MG:jo

Attachments: Subdivision Plat Application Requirements  
Common Reasons for a Recommendation to Defer  
Tips for Completing Your Subdivision Plat Application  
Sample City Planning Letter

## Subdivision Plat Application Requirements

Planning and Development Department, effective September 9, 2005

- ◆ All items on the application form must be completed correctly. For example, previous application numbers must be provided, even if prior submittals were made by another firm; provide accurate census tract numbers, Council districts, Key Map #, County, etc.
- ◆ Filing fee must be received by 3:00 p.m. on plat submittal date.
- ◆ All drawings must be submitted in AutoCAD version 2000 – the Brava markup software is not currently compatible with later AutoCAD versions. Drawings not saved down to version 2000 cannot be marked up and will make an application incomplete.
- ◆ NAD83 State Plane Coordinates must be included on plat GIS (x,y) coordinate bearing points, all appropriate layers, and drawing notes. Also, location of plat in AutoCAD shall coordinate with the (x,y) coordinates identified on the face of the plat.
- ◆ We will prefer a title report to be in the form of a City Planning Letter that conforms to the requirements of chapter 42 as shown on the attached sample letter. The City Planning Letter must be signed and dated by the examiner.

**File Name Format:** CPLmo\_da\_yr (ex. CPL06\_17\_05.pdf : use 2 digits for month, day, and year) If submitting the information in the form of a Title Report, use the following: TRmo\_da\_yr.

- ◆ For Class 2 and Class 3 replats, a copy of all covenants and restrictions listed in the city planning letter must be attached to the application – this includes deed records.

**File Name Format:** Vol#Page# or FC# (ex. Vol33Page10.pdf or FC1234567.pdf : FC (file clerk) number should have 7 digits)

- ◆ Vicinity maps must include nearest major thoroughfare, correct street names, and the site clearly identified. MUD district boundaries must be removed. Maps clipped from internet browser map services, such as Map Quest are not acceptable because they often do not print with your drawing.
- ◆ For applications requiring public notice (replats of single family parcels and for variance requests in the city limits), a photograph of each of the posted sign(s) taken from the adjacent right-of-way (as a citizen would see the sign from a parked car in front of the tract) must be provided to staff on the date of the sign posting deadline. Signs depicted in photograph must be legible and location of sign on property must be apparent.

**File Name Format:** PNsignsmo\_da\_yr (ex. PNsigns06\_17\_05.pdf : use 2 digits for month, day, and year)

- ◆ Proposed street names must be filled in on the Plat Data page of the application to facilitate duplicate street name checking.
- ◆ Variance and special exception request forms must be completed in the DRC application by the applicant; forms that refer to a separately attached request document will be deemed incomplete.

- ◆ Plat must be tied to nearest public street intersection. This is to facilitate review and accurate posting of plats on Lambert maps.

## Common Reasons for a Recommendation to Defer

Planning and Development Department , effective September 9, 2005

The following are the most commonly cited reasons for recommending deferral. Note this list is not exhaustive. We may recommend your application be deferred for reasons not listed below.

- ◆ General plan does not identify recorded sections and streets within and adjacent to the GP or does not provide boundary dimensions.
- ◆ Preliminary plat does not include lot size dimensions.
- ◆ Plat does not meet basic Chapter 42 standards.

**Class II plats and replats** must be in final form. Staff will only recommend approval of Class II plats and replats that require very minimal or no corrections since these plats go straight to recordation. Incorrect or missing building lines, tie to street intersections, right of way dedication or dedicatory language are reasons for deferral.

**Class III Preliminary plats** must show be tied to the nearest intersection and identify adjacent recorded subdivisions and streets, provide right-of-way dedication for major thoroughfares, compensating open space (COS) information including labels and tables, have correct intersection spacing, reserve frontage, and stub street extensions. This is to ensure that major corrections and changes will not be needed for final plat approval, when engineering would have already been completed.

**Class III Final plats** must be in final form. Staff will only recommend approval of Class III Final plats that require very minimal or no corrections since these plats go straight to recordation. Incorrect or missing building lines, tie to street intersections, right of way dedication or dedicatory language are reasons for deferral. All mark-up comments from the preliminary submittal must be addressed.

- ◆ Plat is not consistent with Major Thoroughfare and Freeway Plan – e.g., widening is not provided, alignment or extension of thoroughfare is not provided or is inconsistent with planned alignment.
- ◆ Section does not adhere to previously approved General Plan street pattern.
- ◆ Markups and 101 comments from prior submittal have not been addressed.
- ◆ Duplicate street names were not changed prior to final plat submittal.
- ◆ General Plan has not been submitted for adjoining property with the same ownership.
- ◆ Information requested by Reviewer on a deferred plat was not provided by the established deadline, ie. The Wednesday following the Planning Commission meeting by 12 Noon.

## Tips for Completing Your Subdivision Plat Application

Use the following information to prepare a complete and accurate application. If you need additional assistance, call us at 713-837-7701 to schedule an appointment with a Planner.

- ◆ Chapter 42 and other sections of the City's Code of Ordinances are available on line at [www.houstonplanning.com](http://www.houstonplanning.com) and can be downloaded in PDF format. In the P&D menu, click on "Development Regs", then "Development Ordinances."
- ◆ Census tracts, Council Districts, and other information is available on the Planning Department web page.
- ◆ Harris County Appraisal District information is available on line ([www.hcad.org](http://www.hcad.org)) and can provide you with property ownership information.
- ◆ The City of Houston Public Works and Engineering Department maintains GIS layers depicting street right-of-way, utility locations, various district boundaries, aerial maps, and other pertinent information This can be accessed on-line at <http://pwegis.pwe.ci.houston.tx.us/>
- ◆ The Lamberts Maps located at 611 Walker Street on the 6<sup>th</sup> Floor identify all previously filed subdivision plats, including proposed street patterns and stub streets that could affect your project.
- ◆ If your project is located in Houston's ETJ, you should consult with the County Engineering Department to ensure you are meeting all pertinent county requirements.
- ◆ Copy and/or retain emails sent to you. The e-mails provide key information, e.g., deadlines, needed information and the reviewer's name. Try to limit contact with the Reviewer of your project to one representative of your company. Phone calls from multiple representatives, often regarding the same issue, take valuable review time and cause confusion.
- ◆ Check your email regularly after you submit your plat. This is the staff's primary point of contact regarding your application's status, needed information, etc.
- ◆ Staff makes every effort to contact applicants whose projects will be recommended for deferral prior to the Commission meeting. This may be by phone or by email. On the day of the meeting, recommendations (which may be updated throughout the morning) may be viewed online through the DRC website by clicking on View Planning Commission Meeting Schedule and clicking on the meeting date.
- ◆ Identify variances or special exceptions [HU387663361196193](#) previously approved for the project.
- ◆ For multi family projects, including a fire protection plan that shows hydrants, private streets, building footprints, and measurement of hose lay around the buildings may eliminate the need for further questions.

# Title Company Letterhead

## City Planning Letter

**Date:**

**To:** City of Houston Planning Commission  
611 Walker Street, 6<sup>th</sup> Floor  
Houston, TX 77002

**Property Description** *(including meets and bounds):*

**Recording Instrument(s):**

**Owner(s):**

**Easements and other encumbrances:** *(state 'none of record' if appropriate)*

**Deed Restrictions:** *(state 'none of record' if appropriate)*

**Lien Holder(s):** *(state 'none of record' if appropriate)*

**Signature/Date**