



CITY OF HOUSTON

Planning and Development

Bill White

Mayor

Marlene L. Gafrick
Director
P.O. Box 1562
Houston, Texas 77251-1562
611 Walker, 6th Floor
Houston, Texas 77002

T. 713.837.7760
F. 713.837.7703
www.cityofhouston.gov

March 13, 2007

Dear Platting Applicant:

Re: Deadline for filing information on deferred plats.

We will notify an applicant by e-mail or phone on Wednesday prior to the Planning Commission meeting listing the information needed to complete staff review. Applicants whose plats are deferred due to needing additional information are required to submit the information by **noon Wednesday** of the week following Planning Commission meeting. Beginning April 1, 2007, staff will recommend disapproval of a plat or replat where the applicant has not filed timely information. Applications withdrawn from consideration will be subject to paying all required fees (base + acreage + lot +variance) upon resubmittal.

This procedural change is being implemented to ensure that staff and Commissioners are given adequate information and sufficient time to consider each plat. Information provided within a couple days of a meeting where Commissioners are bound by law to make a decision cannot be properly evaluated. We recommend you check your e-mail address on file with the Department and on your applications to ensure you receive any notices.

Please contact Jennifer Ostlind at jennifer.ostlind@cityofhouston.net or 713-837-7871 if you have questions.

Sincerely,

Marlene L. Gafrick
Director

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Common Reasons for a Recommendation to Defer

Planning and Development Department , Updated March 6, 2007

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, COS labels/tables, intersection spacing, reserve frontage and stub street intersections 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.
- ◆ General Plan has not been submitted for adjoining property with the same ownership.
- ◆ 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.