

# CITY OF HOUSTON

## PLANNING & DEVELOPMENT DEPARTMENT

### RECORDATION PROCESS

#### STEP 1: Submit Recordation application on Plat Tracker

- All documents must be in pdf format.
- You will receive confirmation of your submission via automated email.

#### STEP 2: Pay the fee on Plat Tracker

- Or for Amending plats only, via [planning.payments@houstontx.gov](mailto:planning.payments@houstontx.gov)

#### STEP 3: Book an appointment

- Book plat Recordation Appointment [Here](#)
- You will receive confirmation of the appointment staff via email within 24 hours.

#### STEP 4: Recordation appointment

Provide the following materials at recordation appointment.

- Mylar with all required signatures
- Tax certificates
- Easements Exhibit if required
- Lien subordination if required
- Agency release letters if required
- Return map agreement if required (not required for City and Harris County plats)
- Title report (dated within 30 days of recordation submittal)

#### STEP 5: Recordation application is accepted

#### STEP 6: Mylar sent for Recordation

#### STEP 7: Recorded Mylar scanned

#### STEP 8: Pick-up Mylar

## REFERENCE GUIDE: RECORDATION PROCESS

