



# CITY OF HOUSTON

Planning and Development

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Dear Platting Applicant:

## **Re: Subdivision Plat Application Submittal Policies**

The Planning and Development Department's plat submittal deadlines and deferral policies are intended to streamline our review process, reduce the number of deferrals, and reduce the number of errors found/changes needed at recordation. The purpose of this letter is to remind applicants of these deadlines and policies and to provide guidance in meeting them.

### **Deadlines**

- 1. Deadline to submit application:* Plat applications are accepted every two weeks during a 3 ½ day submittal window immediately following a Planning Commission meeting. A schedule of submittal dates is available on our web page at [www.houstonplattracker.org](http://www.houstonplattracker.org). A plat application must meet all submittal requirements by 11 a.m. on the Monday of the submittal window. Applications missing any required items will be deemed incomplete for the next Planning Commission meeting. Documents submitted after the submittal deadline will not be considered until the following Planning Commission review cycle.
- 2. Deadline to submit missing information:* If an application is deemed incomplete, the applicant must submit the required information by 11 a.m. on the Monday of the next submittal window. Documents submitted after the submittal deadline will not be considered until the following Planning Commission review cycle. If the information is not provided or is not complete the application will be deemed incomplete a second time. If the applicant fails to provide the required information a third time, the application will be declared inactive in the Plat Tracker system.
- 3. Deadline to submit requested information following a deferral:* If Planning Commission defers making a decision on an application, the applicant must provide the requested information by 12:00 Noon on the Wednesday following the date of the deferral. If the requested information is not submitted in time or is incomplete, the application will be deferred a second time or recommended for disapproval.

Basic submittal requirements are listed in Chapter 42, Division 2 which is accessible from our web site at [www.houstonplanning/planning/development-regulations](http://www.houstonplanning/planning/development-regulations). A list of additional required items is also available on this page and is attached to this letter.

Please see attached "*Common Reasons for an Incomplete Application*" for guidance on meeting the submittal requirements.

**Deferral Policies**

Without sufficient or correct information, staff cannot complete a thorough and 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 to request 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. Please see the attached document, "Common Reasons for a Recommendation to Defer."

Following these procedures closely will ensure a smooth and timely platting process. Please keep this information handy for future reference.

Sincerely,



Patrick Walsh, P.E.  
Director

PW:JO

Attachments: Subdivision Plat Application Requirements  
Common Reasons for an Incomplete Application  
Common Reasons for a Recommendation to Defer



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

## **Plat Application Submittal Requirements**

- I. All items listed in Chapter 42, Division 2 of the Code of Ordinances.**  
<https://library.municode.com/index.aspx?clientId=10123&stateId=43&stateName=Texas>
  
- II. OTHER items as prescribed by the Director**
  1. Required with All Plats
    - a. Registry drawing
    - b. Lot coverage table on face of plat
    - c. Compensating open space table on face of plat
    - d. Lot density table on face of plat
    - e. Lot size and/or lot width averaging table and exhibits
    - f. Parks and Open space table and notes on face of plat
    - g. Additional parking table
  
  2. Required with Preliminary Plats:
    - a. Deed restrictions with preliminary plat application
  
  3. Required with Final Plats:
    - a. Drainage Plan for parcels located inside the City limits and in the 100 year flood plain. Drainage plan must include appropriate signatures.
    - b. Amenities plan for plats proposing to use areas in the flood plain for compensating open space or combine drainage with compensating open space.
    - c. Additional Parking plan for plats proposing 6 or more single family lots on a shared driveway or type 2 PAE.
  
  4. Required with Special Request Applications:
    - a. Notification package as described in the reference guide
    - b. Photos of signs
    - c. Supporting documents for variance requests including site plan, elevations, cross sections, etc. as appropriate. See reference guide for further details.



## PLANNING & DEVELOPMENT DEPARTMENT

### Common Reasons for an Incomplete Application

Following are the most commonly cited reasons for an incomplete application. This list is not exhaustive. Your application may be deemed incomplete for reasons not listed below.

- ◆ Required documents not included or incomplete. (see attached Submittal Requirements)
- ◆ Registry drawing does not locate accurately in GIS. All registry drawings must be submitted in AutoCad version 2004. Drawings not saved to 2004 may not load into GIS correctly. Also, registry drawings must conform to the template provided on the Plat Tracker home page. [www.houstonplattracker.org](http://www.houstonplattracker.org)
- ◆ 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.
- ◆ For Class 2 and Class 3 replats, copies of all covenants and restrictions listed in the city planning letter are not attached to the application. This includes both deed and map records. Providing restrictions with a prior submittal does not negate the requirement to provide them with a current submittal.
- ◆ Vicinity maps do not include nearest major thoroughfare, correct street names, and/or the site is not 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.
- ◆ Notification package is not submitted to our offices by the 11 a.m. deadline. 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.
- ◆ Variance and special exception request forms are not completed in the Plat Tracker application by the applicant.
- ◆ Information regarding any previously approved variances and/or special exceptions in the form of plat notes are not provided.
- ◆ Plat must be tied to nearest public street intersection. This is to facilitate review and accurate posting of plats on Lambert maps.
- ◆ Final plat applications do not include a current City Planning Letter or title report.
- ◆ Existing conditions surveys, required for single family developments, do not dimension paving width at each corner of the parcel and at the narrowest points and do not identify existing trees in the right-of-way.



## PLANNING & DEVELOPMENT DEPARTMENT

### Common Reasons for a Recommendation to Defer

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

- ◆ General plan does not identify recorded or proposed sections and streets within and adjacent to the GP or does not provide boundary dimensions.
- ◆ Section does not adhere to previously approved General Plan street pattern.
- ◆ General Plan has not been submitted for adjoining property with the same ownership.
- ◆ Preliminary plat does not include lot size dimensions and/or proposed utility easements.
- ◆ 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, incomplete plat notes or dedicatory language are reasons for deferral.

**Class III Preliminary plats** must be tied to the nearest intersection, identify adjacent recorded subdivisions and streets, provide right-of-way dedication for major thoroughfares, include required tables, and must 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, duplicate street names or errors in the 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.
- ◆ Markups and 101 comments from prior submittal have not been addressed.
- ◆ Street names do not conform to Chapter 41 naming standards.
- ◆ Information requested by Reviewer on a deferred plat was not provided by the established deadline, Wednesday following the Planning Commission meeting by 12 Noon.