Plat Tracker Applicant User Guide

PLATTRACKER©

The City of Houston
Planning and Development Department

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Contents

Process for Submitting Plat Application 5
Overview of Application Process 5
Overview of Pre-Submittal Research Tools 6
Subdivision Name Check 7
Selecting a Unique Subdivision Name 7
Subdivision Naming Standards Quick Reference 8
Check and Reserve Street Names 9
Street Naming Guidelines 10
Street Names Check 10
Reserving a Street Name 12
Printing Reserves or Duplicates Street Name Results 12
Valid Street Name Tests 12
Printing Street Name Results 13
Approved Street Types 14
Street Type Suffix 14
Usage 14
Verify Plat Location 15
Plat Verification Process 15
Disable Mixed Content in Internet Explorer 18
Plat Registry CAD Layer Guidelines 20
Managing Plat Applications 21
Starting a New Plat Application 22
Workflow Diagram of the Plat Submittal Process 23
Step 1: Enter Your Proposed Subdivision Plat Name 24
Assigning Previous and Related Applications 24
Step 2: Enter the Application Type and Indicate Any Special Requests 25
Application Types: Subdivision Plat Classification 26
Optional Special Requests 26

Step 3: Identify the Applicant, Subdivider or Developer That is Associated With This Property and This Plat 27
Step 4: Propose Street Names 28
Adding a Reserved Street to the Plat 28
Adding Streets with No Prior Reservation 29
Updating a Proposed Street Name 30
Step 5: Upload Applicable Files to Your Application 31
Registry CAD File 31
Subdivision Plat File 33
Upload Required Documents 33
Upload Additional Documents 36
Step 6: Upload CAD Drawing and Verify Its Geographic Location 37
Visual Inspection Process 38
Step 7: Enter Plat Data 40
Checkbox 41
Dropdown 41
Step 8: Draft Platting Fees Calculations 41
Step 9: Plat Application Summary 42
Step 10: Affidavit of the Owner 44
Affidavit 44
Payments 45
Payment History 46
Pay Balance & Email Balance 46
Pay Outstanding Balance & Credits 48
Managing Draft Applications 51
Updating a Draft Application 51
Deleting a Draft Application 51
Reviewing Submitted Plat Applications 52
Search Submitted Applications 52
Search Criteria Lists/Plat Status 54

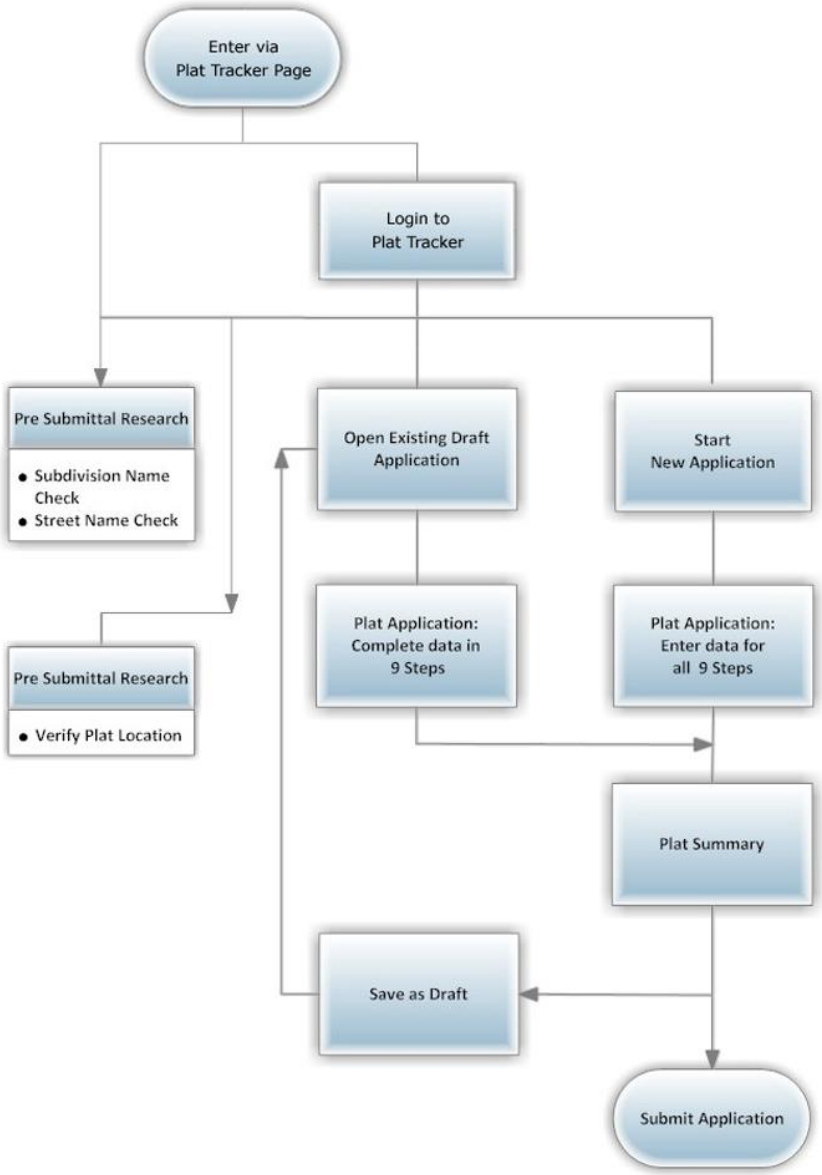
Select a Type 54
Viewing the Applications 56
Subdivision Page 56
Plat Data Page 57
Location and Contact Page 58
Location Data 59
Fees 61
Document 62
Find a Subdivision Application Number 63
Subdivision Name Change 64
Extension of Approval 66
Recordation 68
Plat Application Approval Timeline 74

Process for Submitting Plat Application

Overview of Application Process

Any organization wishing to begin a land development project must first complete (and submit) a plat application via the Plat Tracker. The application is delivered electronically to the city's Department of Planning and Development for review, and it is ultimately forwarded to the Planning Commission for approval.

The diagram on the right displays a high level overview of the plat submittal process. Each flow symbol represents a grouping of steps. These are detailed in the sections to follow.



The boxes labeled "**Pre-Submittal Research**" are performed outside of the plat application process. Although these are optional, if performed in advance of the plat application, they can save the user time in creating and/or reworking their application. For instance, the subdivision name check tool helps you determine a unique name for your subdivision. Similary, the street name check tool verifys that your street name is unique. In addition, it allows you to reserve street names for your organization.

Note: a street name check is only necessary:

a) If your appliation proposes new streets, and

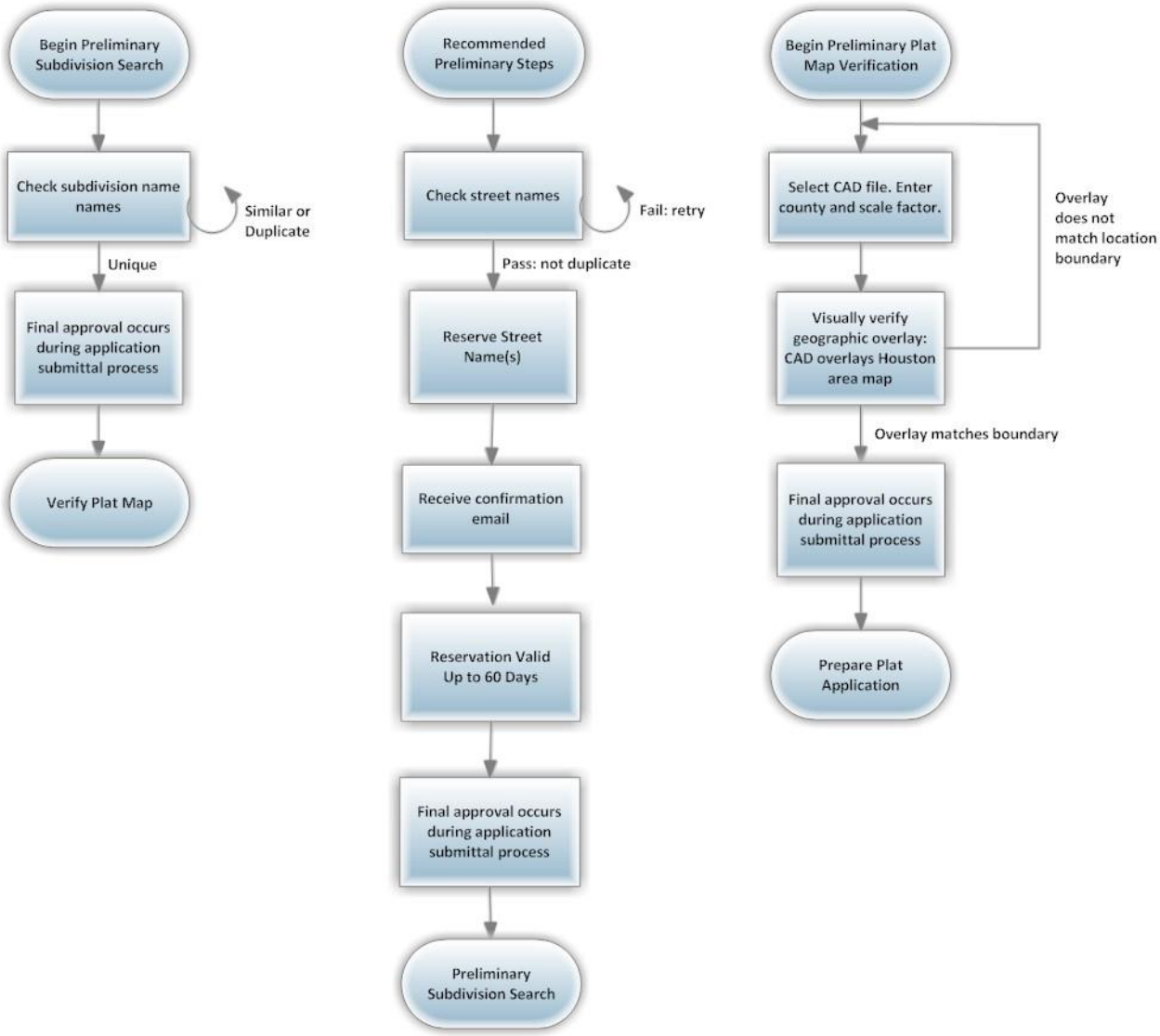
b) If your organization did not previously reserve street names to be used with this application.

Moreover, it is recommeded to verify the plat's boundary location using the CAD registry drawing. This is useful for obtaining a preliminary determination of the drawing's geographical correctness. Correcting any "slightly off" boundary conditions early on will help prevent delays in the application process. (see **Verify Plat Location**)

Once the pre-submittal research steps are complete, prepare your plat application (nine steps plus a summary). At the end of the process, you may save a draft copy or submit the final copy for review by the Planning Commisssion.

Overview of Pre-Submittal Research Tools

The following diagram shows the steps involved in the pre-application processes.



Subdivision Name Check

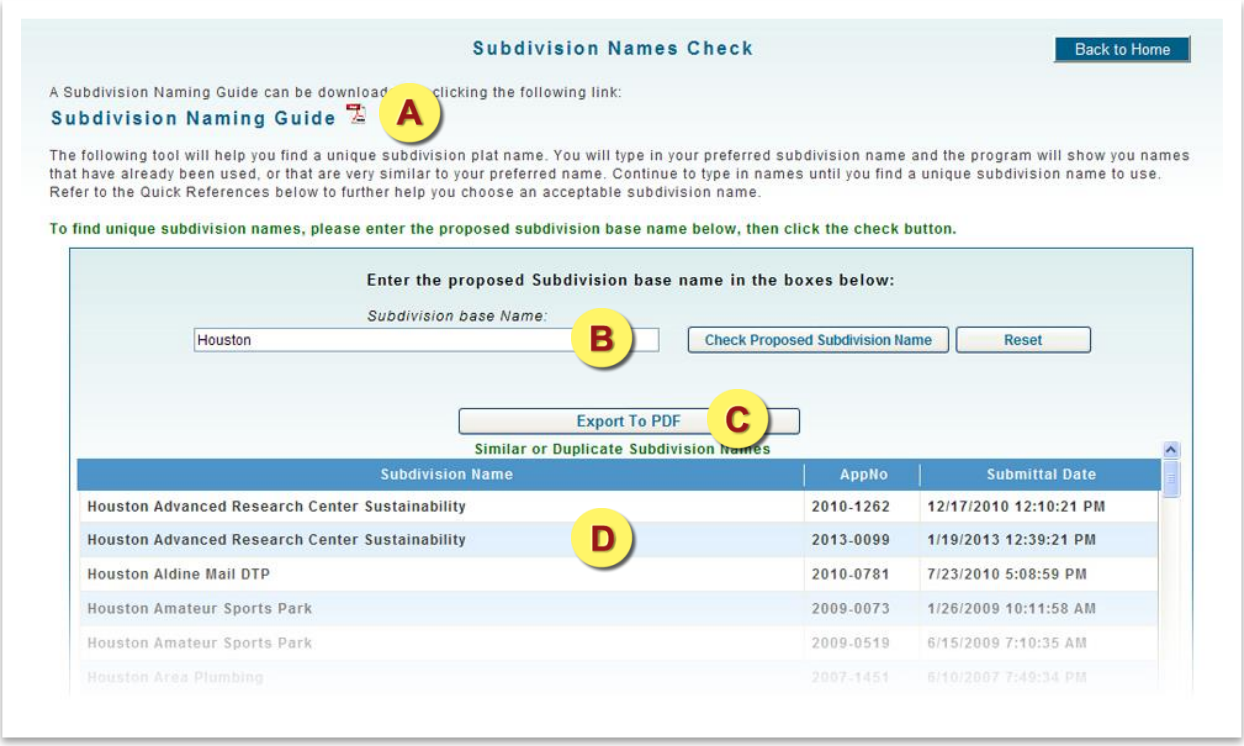
The Plat Tracker subdivision name check tool helps you find a unique subdivision name for your project. This tool is available to all Plat Tracker users as well as the general public. For access prior to login, open the Plat Tracker portal page, and click the link: '**Plat Tracker Public Links/Subdivision Name Check**'. If you have already logged into Plat Tracker, find the tool using menu option: '**Plat Submittal/Check Subdivision Name**'. Both methods open the '**Subdivision Names Check**' page where you may validate subdivision name(s) for duplication and uniqueness against the Plat Tracker database. For subdivision naming guides, refer to the '**Subdivision Naming Standards Quick Reference** 'section below. In addition, you will find a link on the '**Subdivision Names Check**' page, '**Subdivision Naming Guide**' (see "**A**"). This provides examples of subdivision names and their associated naming rules.

Selecting a Unique Subdivision Name

To verify uniqueness, type the proposed name or any part of the name into the '**Subdivision Base Name**' box. Click the '**Check Proposed Subdivision Name**' button to display the results **Similar or Duplicate Subdivision Names** list. Note that the listing may be associated with a previous application for this property. In that case, the name is not considered a duplicate in Plat Tracker. This is handled during the application process.

Export to PDF (below):

To download the **Similar or Duplicate Subdivision Names** list, click the '**Export to PDF**' button (see "**C**"). A dialog box asked to '**Open**' or '**Save**' the document. To '**Save**', choose a preferred location to save on your computer. The subdivision checked list will be created in Adobe PDF document.



A Link to '**Subdivision Naming Guide**' document including examples (in PDF format).

B Enter partial or entire subdivision base name.

C Save and/or print the **Similar or Duplicate Subdivision Names** list in PDF format. Click the '**Export To PDF**' button.

D Listing of potentially duplicate subdivision names along with the plat application number and submittal date.

Subdivision Naming Standards Quick Reference

Name must be unique unless the subdivision is part of a previous application in Plat Tracker. Below is a list of subdivision naming standards. A complete list with examples is available the webpage as shown in button "**A**" above.

1. Meet current Chapter 42 standard.
2. No punctuation or symbols (i.e. no commas, no periods, no &, no @, no -).
3. No articles at the beginning of plat names (i.e. "A" and "The").

4. No full names of a person (e.g. Robert Jones Subdivision).
5. No numbers at beginning of name.
6. No street addresses in the subdivision name.
7. No street intersections as subdivision name (i.e. Southeast corner of Smith Dr and Johnson Street).
8. No lot and block as subdivision name.
9. Word abbreviations must be spelled out unless commonly known.
10. Street Dedication Plat format: Name of Street + limits of street dedication (from/to) + STD (e.g. Willow Street from Market Street to Hardy Drive STD).
11. School format: District Name + Name of School (e.g. HISD Harvard Elementary School, Fort Bend ISD, or Flamord Elementary School).
12. MUD format: County Name/Development Name + District Name + Service (i.e. Harris County MUD no 10 Water Plant no 4).
13. Replat format: partial replats of single family subdivisions with separately filed deed restrictions must be sequentially numbered referring back to the original plat name.

Check and Reserve Street Names

The check street names tool is useful for researching new street names intended for your project. This tool is available to all Plat Tracker users as well as the general public. After logging into Plat Tracker, the street name check tool can be found under the menu '**Plat Submittal/Check & Reserve Street Name**' (to **Reserve Street Names**).

The general public (anyone not logged into Plat Tracker) can access information via the Plat Tracker portal page by clicking the '**Plat Tracker Public Links/Street Name Check**' or the '**Plat Tracker Links/Street Name Database**' link (when logged into Plat Tracker). Both methods open the '**Street Names Check**' search page (to **Check Street Names** only). The tool validates that the selected street names meet Plat Tracker criteria including proper use of prefix and suffix and that the name is unique. Note that the proposed street name you submit with your application will also be verified manually by the Department of Planning and Development. The purpose of the tool is to check for any close sound-alike names in Plat Tracker. For the detailed explanation, see '**Valid Street Name Test**' section (see below).

Note: The acts of reserving a street name and/or viewing reserved names requires that the user be logged into Plat Tracker.

Street Naming Guidelines

The Plat Tracker street naming guidelines include a summary of street naming conventions as well as a basic street naming example. For street naming guides, refer to '**Street Names Check**' section below. In addition, you will find a link on the '**Street Names Check**' page, '**Street Naming Guidelines**'. This provides examples of street names and their associated naming rules.

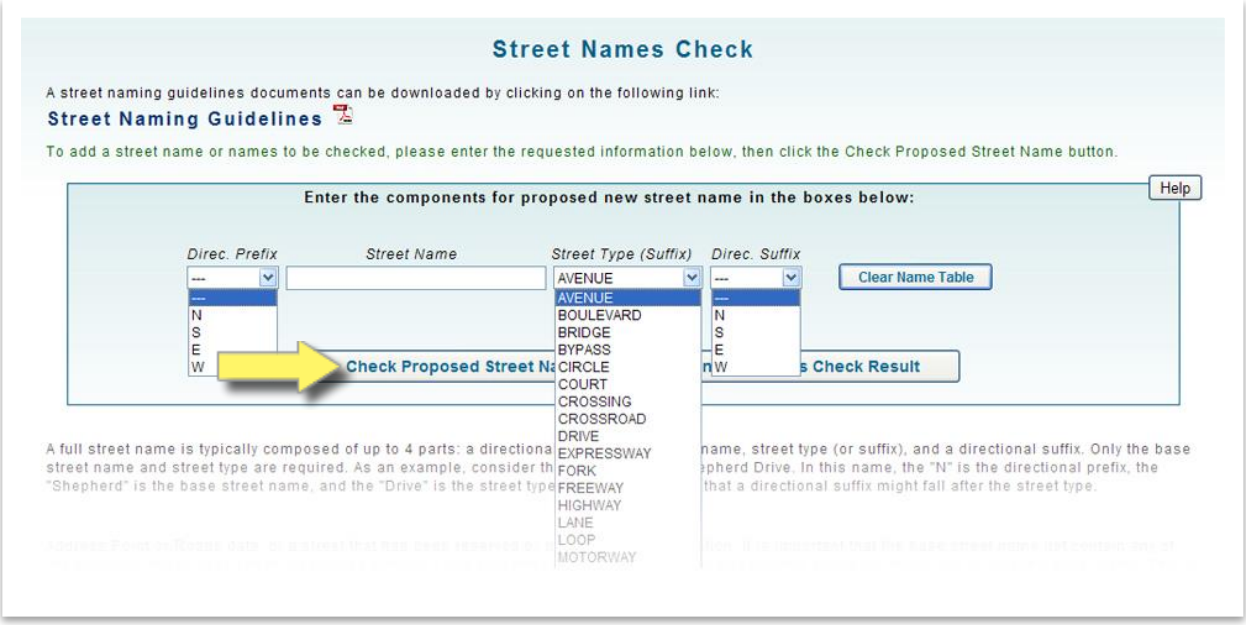
Street Names Check

A street name is composed of the four parts: directional prefix, base street name, street type suffix, and directional suffix. A street name MUST include the base street name and street name suffix. Both the directional prefix and suffix are optional.

- **Directional prefix** – N, S, E, W
- **Base street name** – **Main** is the base street name in **N Main Street**
- **Street type suffix** – Street, Lane, Avenue, etc. A complete list of suffixes and usage rules can be found on at the end of this section as well as on the '**Street Name Check**' webpage. ***Reference Sec. 42-133 (4)***
- **Directional suffix** - N, S, E, W

Check and Reserve Street Name:

Enter your proposed base street name in the '**Street Name**' box. Select the appropriate '**Street Type**' from the dropdown menu list and select an optional directional prefix/suffix (if required).



Next, click the '**Check Proposed Street Name**' button. The results of four tests are shown in the **Proposed Street Names** table, (see below). If at any time you would like to clear this table, click the '**Clear Name Table**' button.

Reserving a Street Name

If the street name passes the validity tests, you may reserve that street name for the organization. Click the '**Reserve Unique Name**' button, and the street name will be saved for your organization. The street name will be available to use by any user in your organization and on a single plat application. This reservation is valid for 60 days.

Printing Reserves or Duplicates Street Name Results

Export to PDF:

To download the **Reserved Street Names / Duplicates Check Result list,** click the '**Print Reversed Street Name**' or '**Print Duplicates Check Result**' button respectively. A dialog box will ask to '**Open**' or '**Save**' the document. To '**Save**', choose a preferred location to save on your computer. The street check list will be created in an Adobe PDF document.

Valid Street Name Tests

A valid name must pass the following tests. If the first three tests result in a "**PASS**", then the street name must receive final approval from the planner. If any one of the four tests "**FAIL**", the street name cannot be used.

1. **Street Type Test 1 -** The first word in the base name is not a directional prefix.
2. **Street Type Test 2** - The last word in the base name is not a directional suffix.
3. **Duplicate Name Test -** In order to facilitate the best possible emergency response, no new street name can duplicate an existing street name that is already found in city address point or roads data. In addition, it cannot match a street that has been reserved by another plat applicant.
4. **Sound -Alike Name Test** – Final determination of usage will be made by the Planning Department.

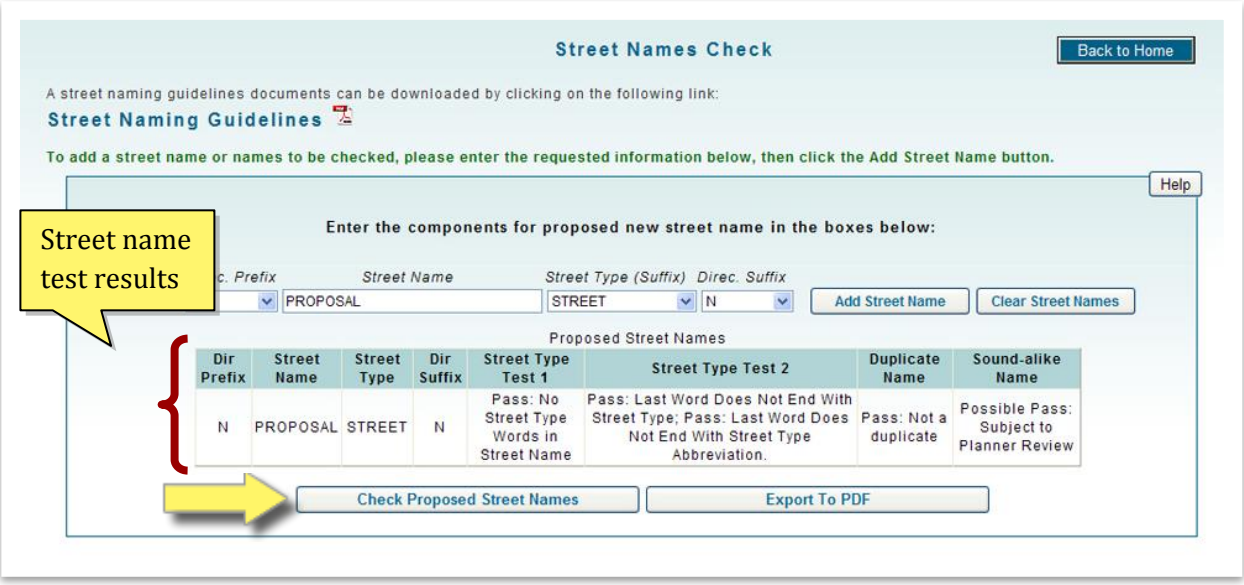
Check Street Name ONLY:

The tool can be access via the Plat Tracker portal page by clicking the '**Plat Tracker Public Links/Street Name Check**' or the '**Plat Tracker Links/Street Name Database**' link (when logged into Plat Tracker).

Enter your proposed base street name in the '**Street Name**' box. Select the appropriate '**Street Type**' from the dropdown menu list and select an optional directional prefix/suffix (if required). Next, click the '**Add Street Name**' button (see below).

Note: You must click the '**Add Street Name**' button first to add to the table below before clicking the '**Check Proposed Street Name**' button. This allows you to build a list of streets and results for exporting to a PDF.

Then, click the '**Check Proposed Street Name**' button (see below). The results of four tests are shown in the '**Proposed Street Names**' table (see below). If at any time you would like to clear this table, click the '**Clear Name Table**' button.



Printing Street Name Results

Export to PDF (above):

To download the **Proposed Street Names** list, click the '**Export to PDF**' button. A dialog box will ask to '**Open**' or '**Save**' the document. To '**Save**', choose a preferred location to save on your computer. The street checked list will be created in an Adobe PDF document.

Approved Street Types

Street Type Suffix		Usage
Circle Court	Loop	Streets that terminate at a cul-de-sac or are configured as a loop street
Boulevard Crossing Crossroad Motorway	Parkway Speedway Throughway	Major thoroughfares, major collector streets, collector streets or other streets designed to handle traffic volumes in excess of normal neighborhood traffic generation or that are divided streets with at least two lanes of traffic in each direction separated by a median
Bypass Expressway	Freeway Highway	Highways or freeways subject to the jurisdiction of the state department of transportation
Avenue Drive	Road Street	Major thoroughfares, major collector streets, collector streets or local streets
Bridge Fork Lane Oval Passage	Path Place Trail Way	Collector streets or local streets
Tunnel		Streets that provide underground or underwater passage

Verify Plat Location

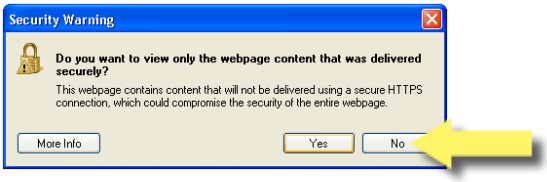
This step offers applicants a way to verify the geographic correctness of their CAD drawing outside of the plat application process. The review process is performed visually in which you will verify the polygon boundary of your CAD registry file. Correcting any errors prior to submitting your application will reduce delays in the review process.

Select the menu option '**Plat Submittal/Verify Plat Location**' which opens the '**Verify Plat Location**' webpage.

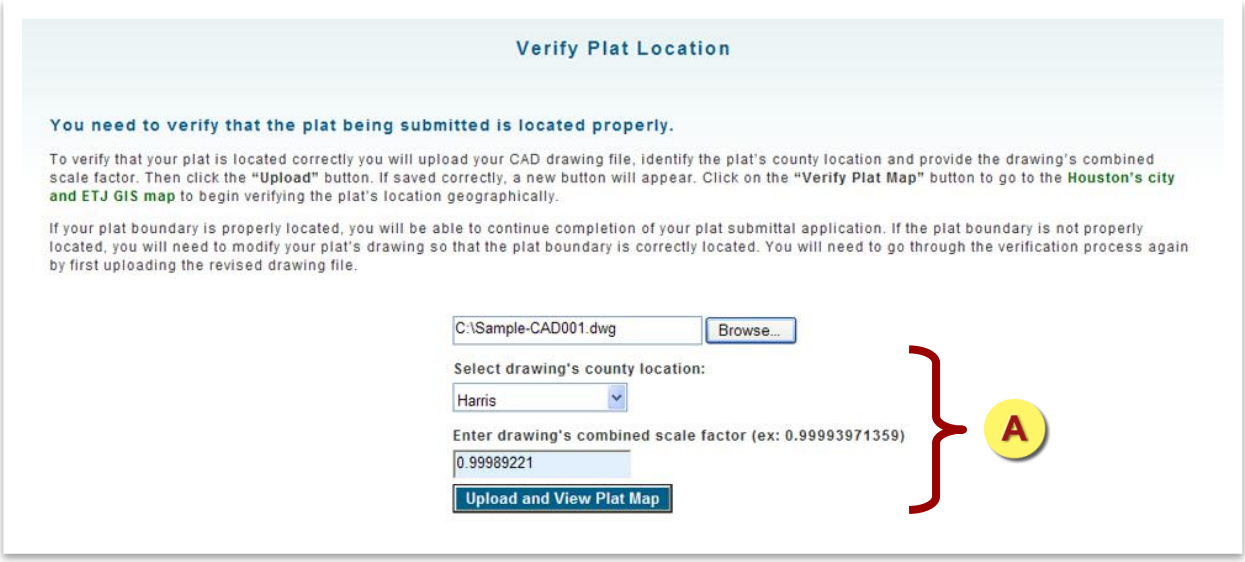
Plat Verification Process

Use the interface shown below to upload your Registry Template CAD drawing into Plat Tracker. Note that your CAD drawing must adhere to the Plat Tracker registry layering requirements. For your convenience, links to both the requirements and an example Registry CAD template are provided on the Plat Tracker home page under '**Plat Tracker Public Links**'. In Section "**A**" below, browse to your file using the '**Browse**' button. Then select the county for your plat and the scale factor of the CAD drawing (allowable values are 0.9 to 1.1). Finally, click the '**Upload and View Plat Map**' button.

IMPORTANT: To view a plat map, you MUST enable Pop-Ups in your browser.



Also, you will see this Security Warning in IE, click 'No' when asked about delivering non-https content.



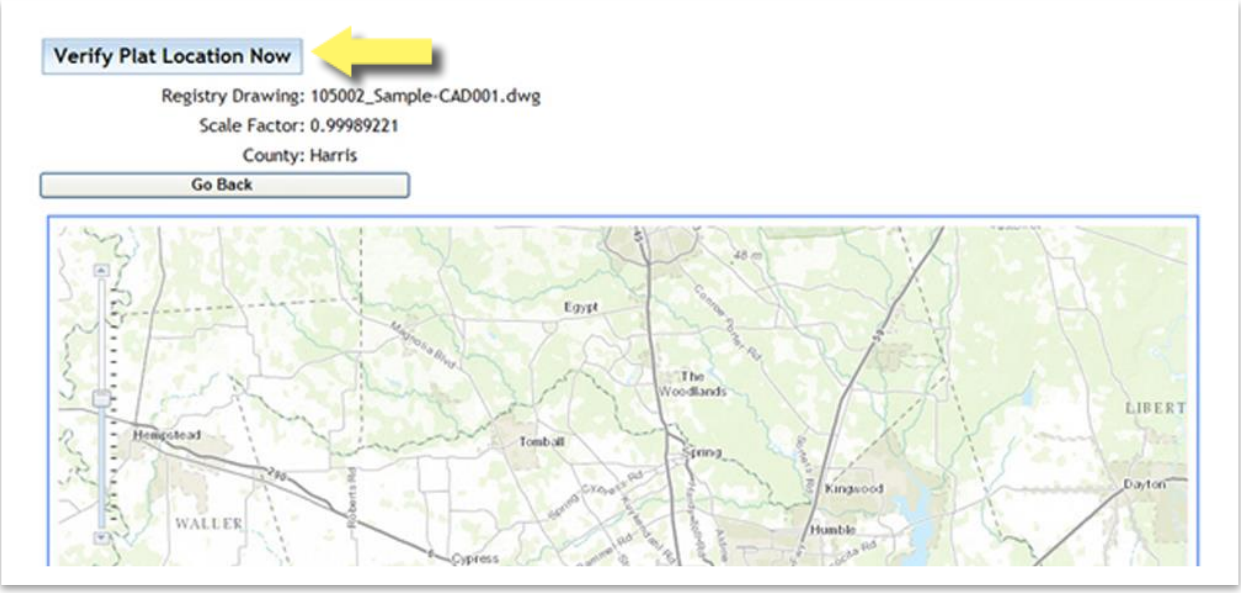
A — Upload Registry plat AutoCAD file ('**Browse**' button), '**Select a County**', and enter the drawing's combined scale factor (limited to a scale factor of 0.9 to 1.1; Ex: 0.99993971752).

First, the entire map for the Houston extraterritorial jurisdiction (ETJ) region will display. Your CAD drawing is NOT visible at this point. Click the button '**Verify Plat Location Now**' to continue.

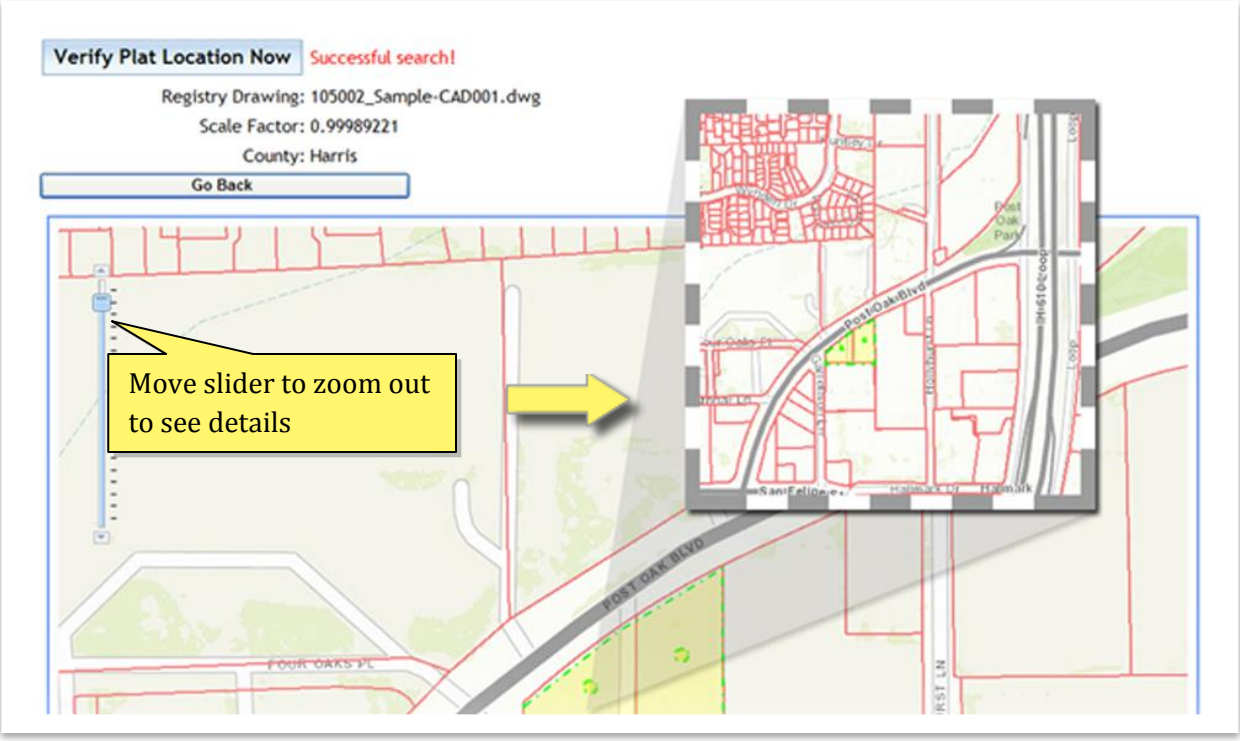
Next, your CAD file is processed by the Plat Tracker GIS system. If this runs smoothly, a message will display indicating success. The GIS system interprets the geographic location of your CAD drawing and fills the screen with a map of the location. In addition, the CAD drawing is presented as a transparent yellow overlay.

Review this map to ensure that your plat boundary is in the correct geographic location. Zoom out using the Zoom tool on the left. Any boundary that is "slightly off" should be corrected. If you continue to have problems with alignment or want to discuss "slightly off" plat locations, contact Planning Department staff.

When you finish viewing the location map, click the button '**Go Back**' to return you to the '**Verify Plat Location**' page.



If your registry CAD file fails visual inspection, you should save your work, correct your file, and reload the registry. Prior to submitting your plat application, you may make corrections and verify your CAD drawing as many times as you like.

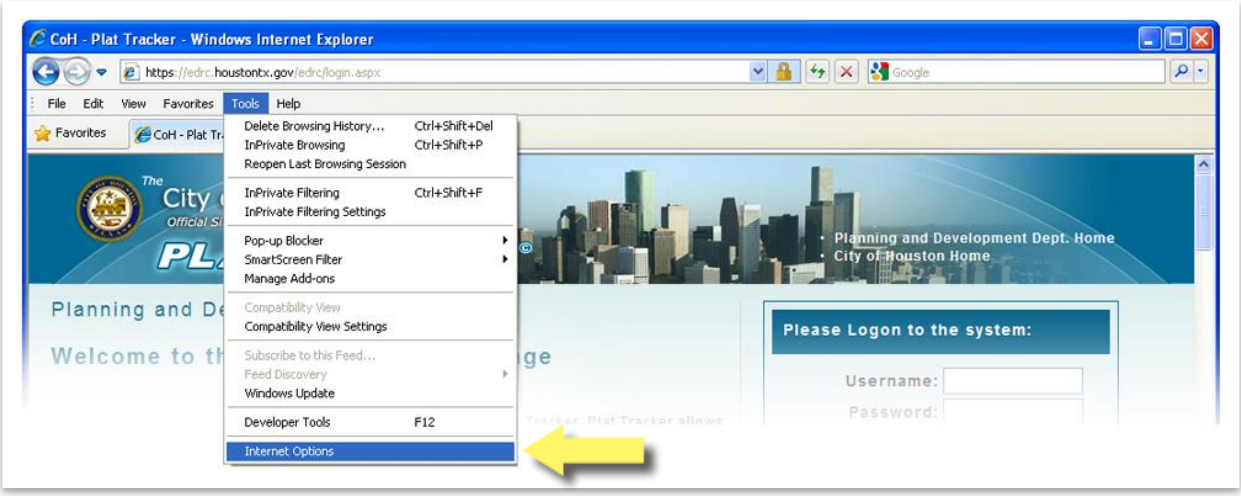


Disable Mixed Content in Internet Explorer

Plat Tracker is a secure site. Since there are many components during the submittal of the plat applications, IE won't remember your choice and the warning message and will appear every time you visit that page or web site. It basically means that the secure (https) web page that you are trying to open contains images or other elements, in this case the Registry Template AutoCAD drawings that are hosted on a non-https location. They call it mixed content.

Here are the steps to get rid of the Security Warning dialog box while using Internet Explorer 8 by changing the setting. This will remove all security warnings while using the browser in the future.

However, you can reverse the process by going back and select the "Prompt" radio button later on.



A Go to the Internet Explorer browser menu bar; select the '**Tools**' tab and then the '**Internet Options**'.

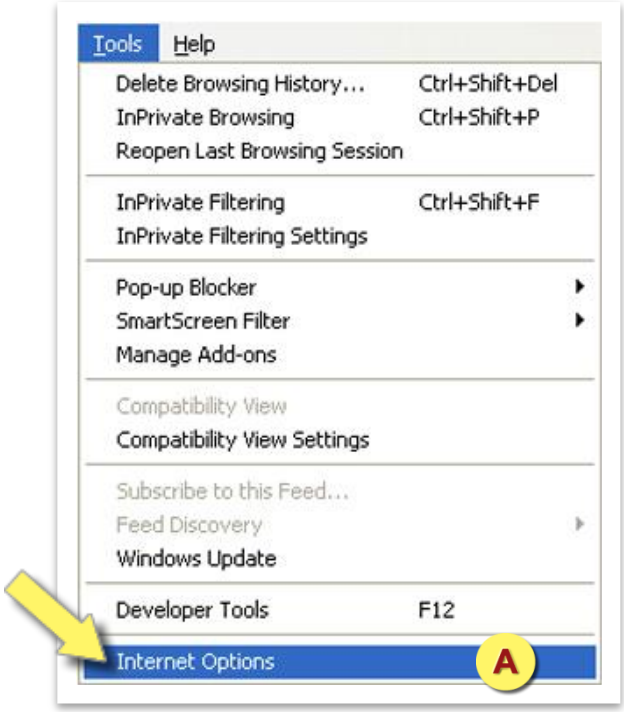
Internet Explorer > Tools > Internet Options > See "**A**".

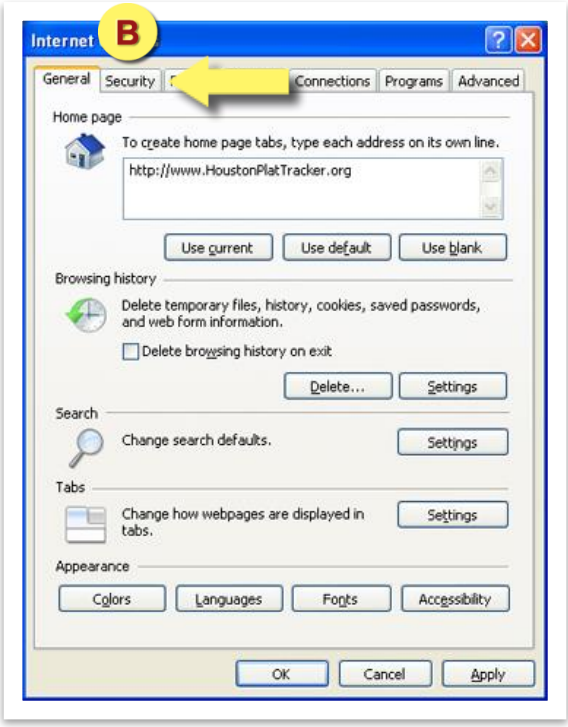
B Next select the '**Security**' tab in the Internet Option box.

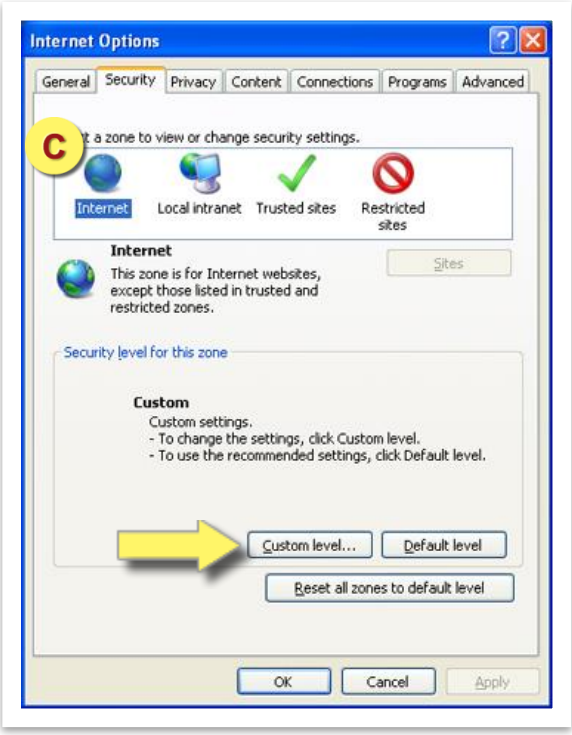
C Make sure the '**Internet**' zone is selected and then click the '**Custom Level**' button.

D Scroll-down the list of options and under the Miscellaneous group, '**Display mixed content**' select the radio button to set from "Prompt" to "**Enable**."

Click **OK** when done. To reverse the step in the future, remember to select the "Prompt" radio button.







Scroll-down the list of options and under the Miscellaneous group, check '**Display mixed content**' to "**Enable**."

Plat Registry CAD Layer Guidelines

The CAD file (registry drawing) should include the layers shown below. Please include the CAD layer names in the order as displayed.

No.	CAD Layer Name	Description
0	0	This layer is primarily used for block layers, inserting blocks or objects, and xrefs. This layer will not be used for plat content and cannot be deleted.
1	VERSION 0.1	When there are updates to the Planning Department's CADD template a new version number will be assigned and applicants will be instructed to use the newest template for preparing registry drawings.
2	G-PLAT-BNDY	This layer is assigned to polygons that define the boundary of the proposed plat so that they can be put into COHGIS. (City of Houston GIS)
3	G-PLAT-BNDY-ANNO	This layer is assigned to text that identifies the boundary of the proposed plat so that they can be put into COHGIS.
4	G-PLAT-COOR	This layer Identifies the State Plane Coordinate points relative to the plat boundary.
5	G-PLAT-PROP	This layer is assigned to lines that represent property lot, reserve and fee strip lines within the proposed plat boundary so that they can be put into COHGIS.
6	G-PLAT-PROP-ANNO	This layer is assigned to text that shows all block numbers, each individual lot number and fee strip record information within the plat boundary. Also, identifies text for reserves by alphabetical letter, land use restriction and acreage/sf of reserve within the plat boundary.
7	G-PLAT-ROW	This layer is assigned to polygons that represent the boundaries of public street, alley, Type 1 PAE, and Type 2 PAE rights-of-way within the proposed plat boundary so that they can be put into COHGIS.
8	G-PLAT-STNM-ANNO	This layer is assigned to text that represents the proposed street names to be used for public streets, Type 1 PAE, and Type 2 PAE within the proposed plat boundary so that they can be put into COHGIS.
9	G-PLAT-ESMT	The layer that is assigned to lines that represent shared driveway easements, multifamily private streets, and one-foot reserves within the proposed plat boundary so that they can be put into COHGIS. This layer excludes electric/communication easements.

10	G-PLAT-ESMT-ANNO	The layer that is assigned to text that represent shared driveway easements, multifamily private streets, and one-foot reserves within the proposed plat boundary so that they can be put into COHGIS. This layer excludes electric/communication easements.
11	G-PLAT-NAME-ANNO	This layer is assigned to text that identifies the subdivision plat name within the proposed plat boundary so that it can be put into COHGIS. The subdivision name will be spread diagonally across the plat boundary.
12	G-PLAT-ADDR-PTS	The layer is assigned to symbols that identify the street that the property will be addressed. For each property being addressed place a circular button symbol at the property line and street ROW. Identifying the specific street to be addressed from where corner lots are platted or where the plat has access to two or more streets.

Managing Plat Applications

Plat applications are accessed via the menu option '**Plat Submittal/My Plat Applications**'. Here you may begin a new plat application, submit new or draft plat applications, and/or review previously submitted plats.

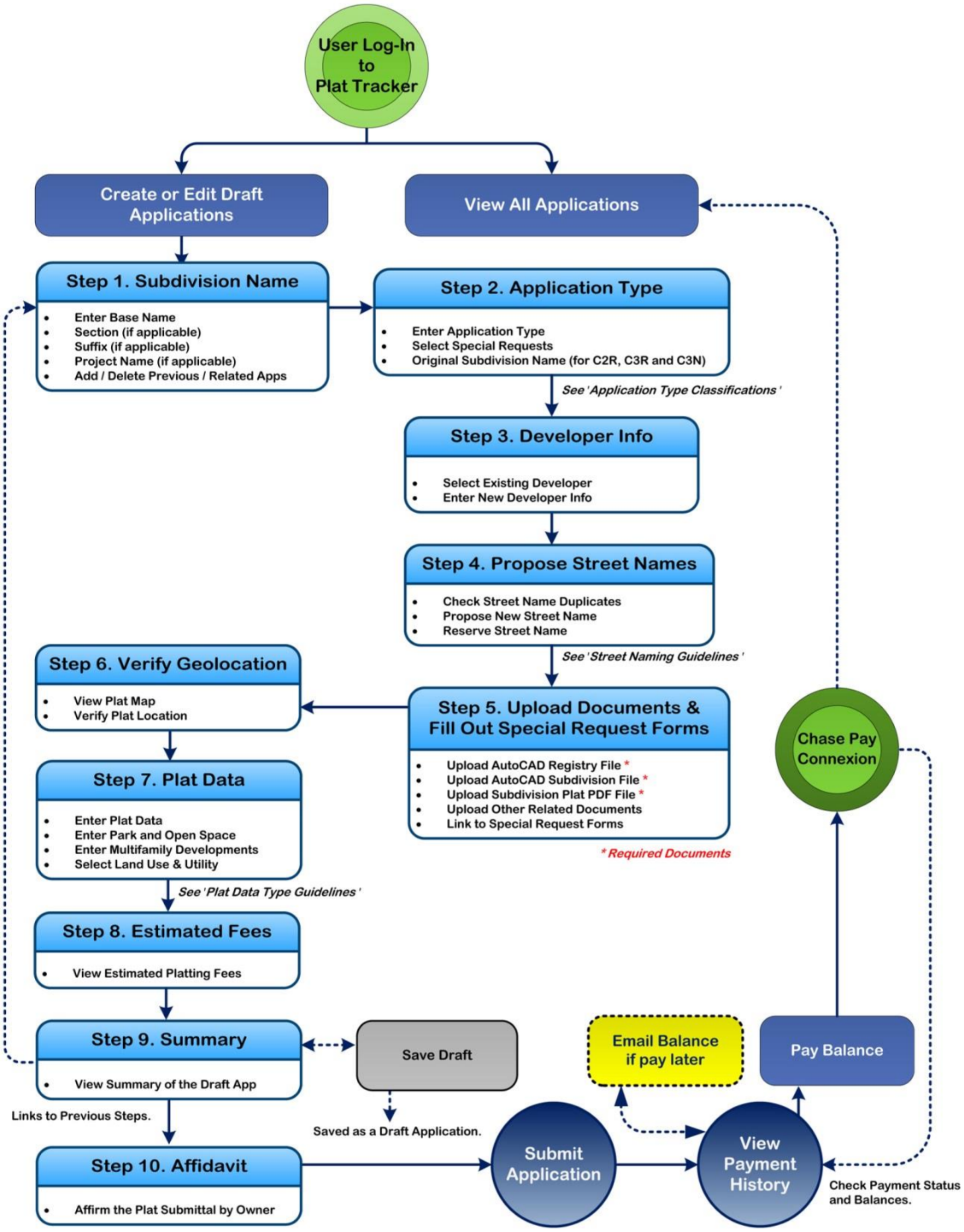
First, you will be prompted to select one of three options including: '**Start New Plat Application**', manage an existing draft application ('**Go to Draft Application**'), or review a previously submitted application ('**Go to All Applications**'). The section below details starting a new application. Information regarding managing draft and previously submitted applications can be

found in the Managing Draft Applications and Reviewing Submitted Plat Applications sections respectively.

Starting a New Plat Application

The Plat Tracker plat submittal process is composed of nine steps. The first seven steps allow the organization's users to enter all the details relating to their plat projects. Step eight and nine are an estimation of fees and a summary of your work, respectively. The last step completes the process by formally submitting the application with an affidavit. Start by selecting the option, '**Start New Plat Application**'. This automatically opens the first page you will use to start a new plat application.

Workflow Diagram of the Plat Submittal Process

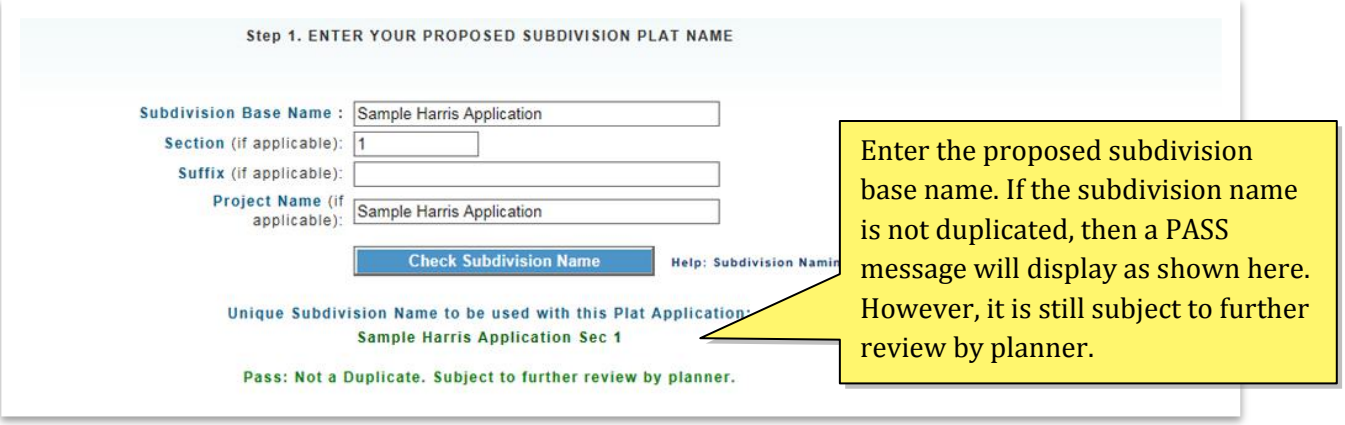


Step 1: Enter Your Proposed Subdivision Plat Name

The first screen is used to perform a preliminary validation of your proposed subdivision name. The tool validates the subdivision name against other subdivisions currently in use. Recall that the validation function may also be performed outside of the plat application process. (See **Subdivision Name Check** section).

Simply enter the proposed name into the '**Subdivision Base Name**' box along with the appropriate section number, suffix, and project name (if applicable). Then click the '**Check Subdivision Name**' button. If you need help, click the link provided to the "**Help: Subdivision Naming Guidelines**". You can read more on this topic in the Subdivision Naming Standards Quick Reference section in this document.

If the subdivision name is not duplicated in the Plat Tracker database, then a PASS message will display as shown above. Note: duplicate subdivision names are only allowed if the project has a previous application using the same name.

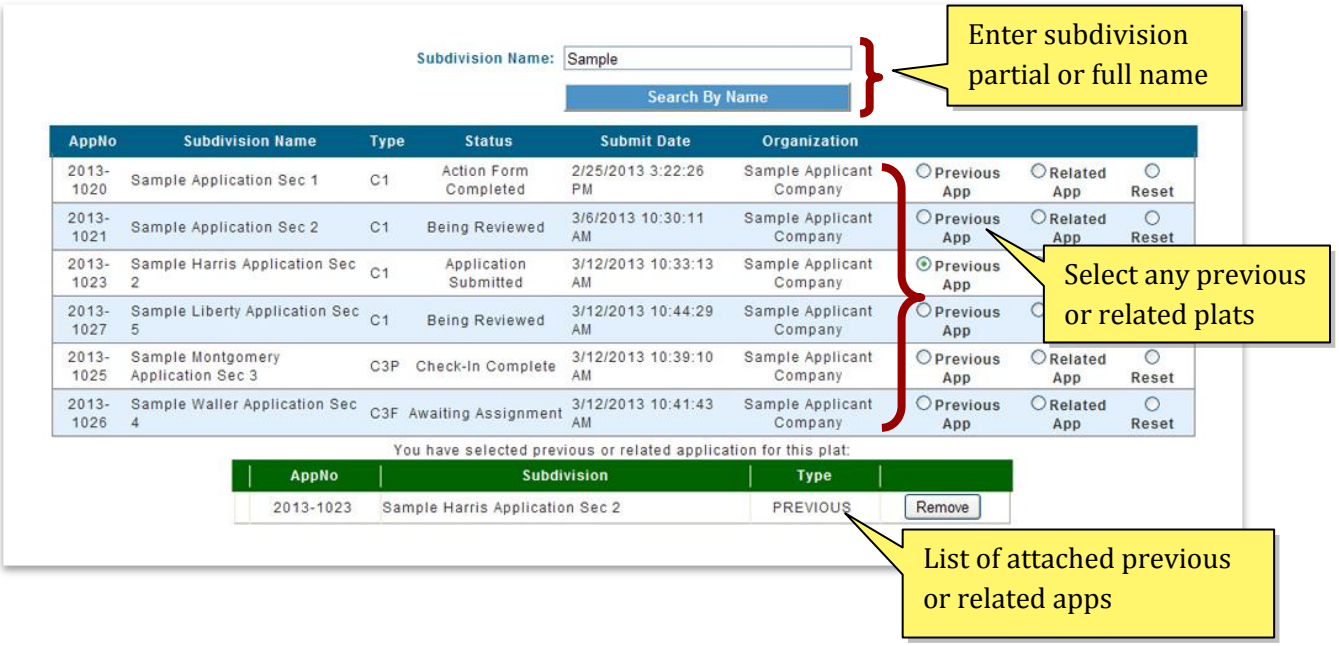


Assigning Previous and Related Applications

You may attach multiple related applications to your plat as well as a single previous application. Use the "**Tool: Search for Previous or Related Application**" in the middle of the page. (See **Step 1 Screenshot** on the next page). Enter a portion of the previous/related subdivision name into the '**Subdivision Name**' box. Then click the '**Search by Name**' button. Select a related subdivision by clicking the appropriate '**Related App**' radio button. You may undo your work by clicking the ' **Reset**' radio button. Note that you may assign as many related applications as you require. However, only one previous application may be assigned. If you have multiple previous applications, it is recommended that you select the most recent one. Click the appropriate ' **Previous App**' radio button. This results in its application number displaying in the '**Previous Plat Application**' box (see top of web page). You may change '**Previous Plat Application**' number manually or by selecting a replacement '**Previous App**'. Note that a table of all attached previous

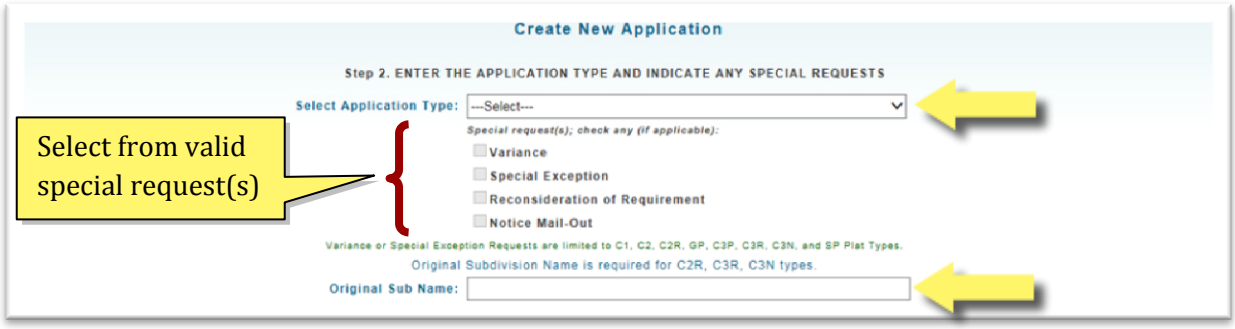
and related plats appears at the bottom of the page. There you may use the "**Remove**" link to remove any unwanted applications.

Note: You may navigate forward and backwards between steps by clicking 'Save and Continue' or ' Previous' buttons available at the bottom of the screen.



Step 2: Enter the Application Type and Indicate Any Special Requests

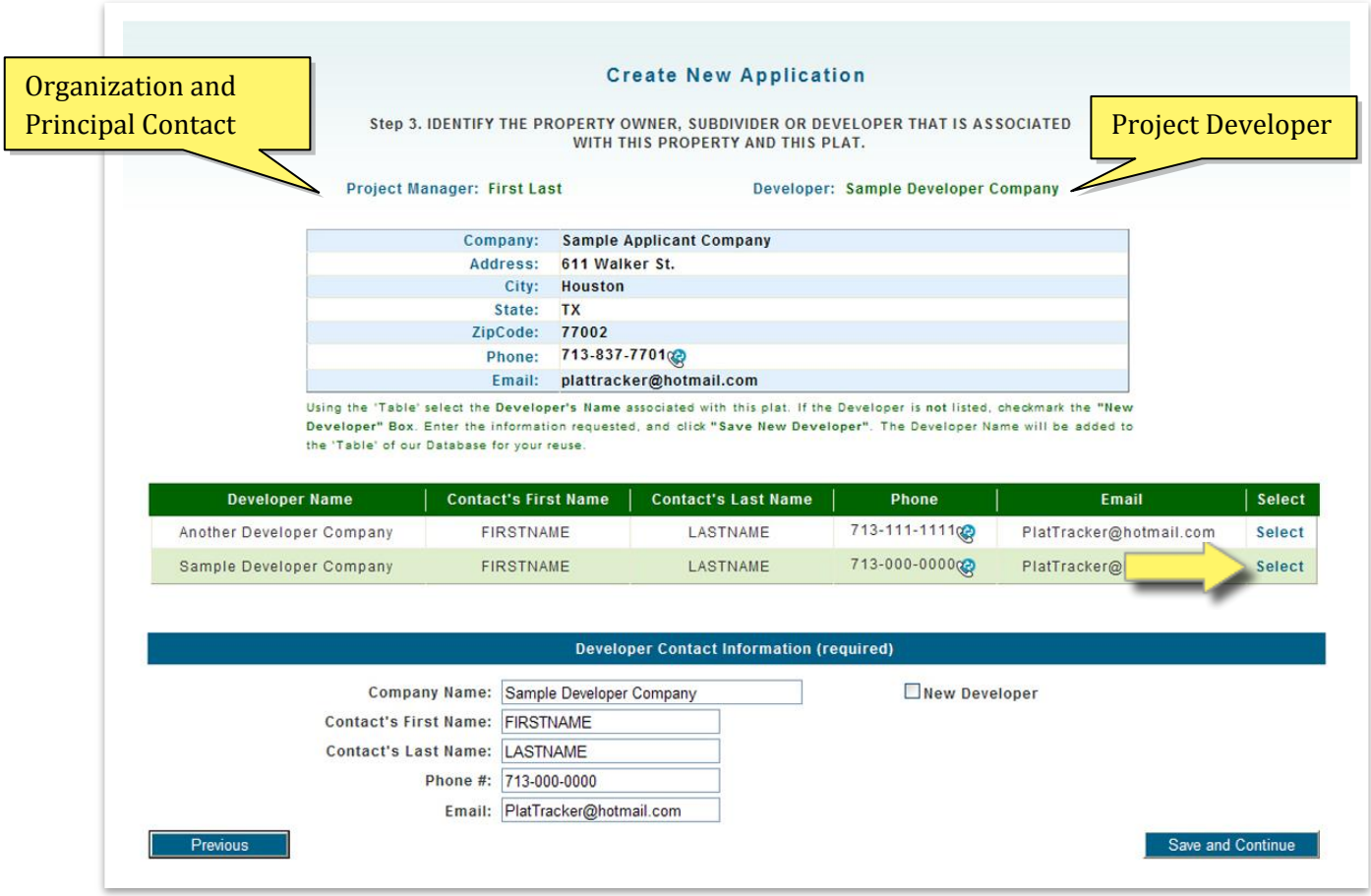
To proceed, '**Select Application Type**' from the dropdown list provided. Also, click the checkbox of any valid special requests that apply to your project. A list of available application types follows along with special request(s) selections for each type. Refer to the Chapter 42 ordinance for a complete definition of each application type. Enter Original Subdivision Name if applicable.



Application Types: Subdivision Plat Classification	Optional Special Requests
Class 1 Subdivision Plat (C1)	Reconsideration of Requirement
Class 2 Subdivision Plat (C2)	Variance Special Exception Reconsideration of Requirement
Class 2 Subdivision Replat (C2R)	Variance Special Exception Reconsideration of Requirement
Class 3 Subdivision Final Plat (C3F)	Reconsideration of Requirement
Class 3 Subdivision Replat Public Hearing Notification (C3N)	Variance Special Exception Reconsideration of Requirement
Class 3 Subdivision Preliminary Plat (C3P)	Variance Special Exception Reconsideration of Requirement
Class 3 Subdivision Preliminary Replat (C3R)	Variance Special Exception Reconsideration of Requirement
General Plan (GP)	Variance Special Exception Reconsideration of Requirement
Street Dedication Plat (SP)	Variance Special Exception Reconsideration of Requirement
Vacating Preliminary (VP)	
Vacating Final (VF)	

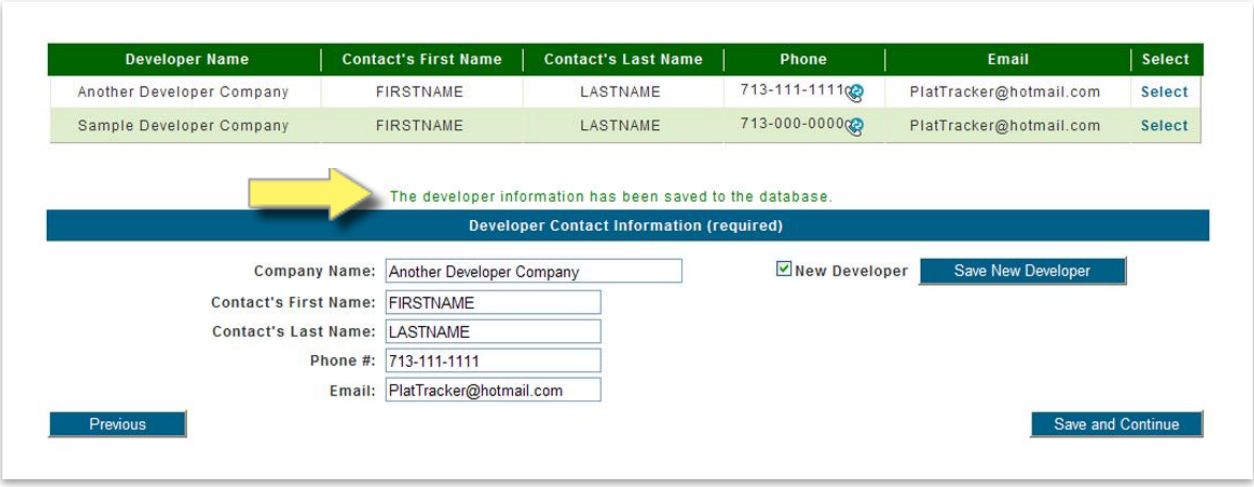
Step 3: Identify the Applicant, Subdivider or Developer That is Associated With This Property and This Plat

This screen displays the applicant (your organization) and the project manager (the organization's principal contact). In addition, a developer may be selected from the table listing in the center of the page. The list includes developers previously used by your organization. Click the '**Select**' link. Note that only one developer can be selected per application.



If your developer does not appear in the list, you may simply add a new developer by entering their company details in the boxes provided. Notice that all fields are required. Next, click the '**New Developer**' checkbox, and click the button '**Save New Developer**'. This will immediately attach the new developer to your application. Since only one developer is allowed per application, adding a new developer after

selecting one previously will result in your new entry replacing the one currently listed for this project. When the record is saved, a message displays stating that the developer was saved to the database.



Step 4: Propose Street Names

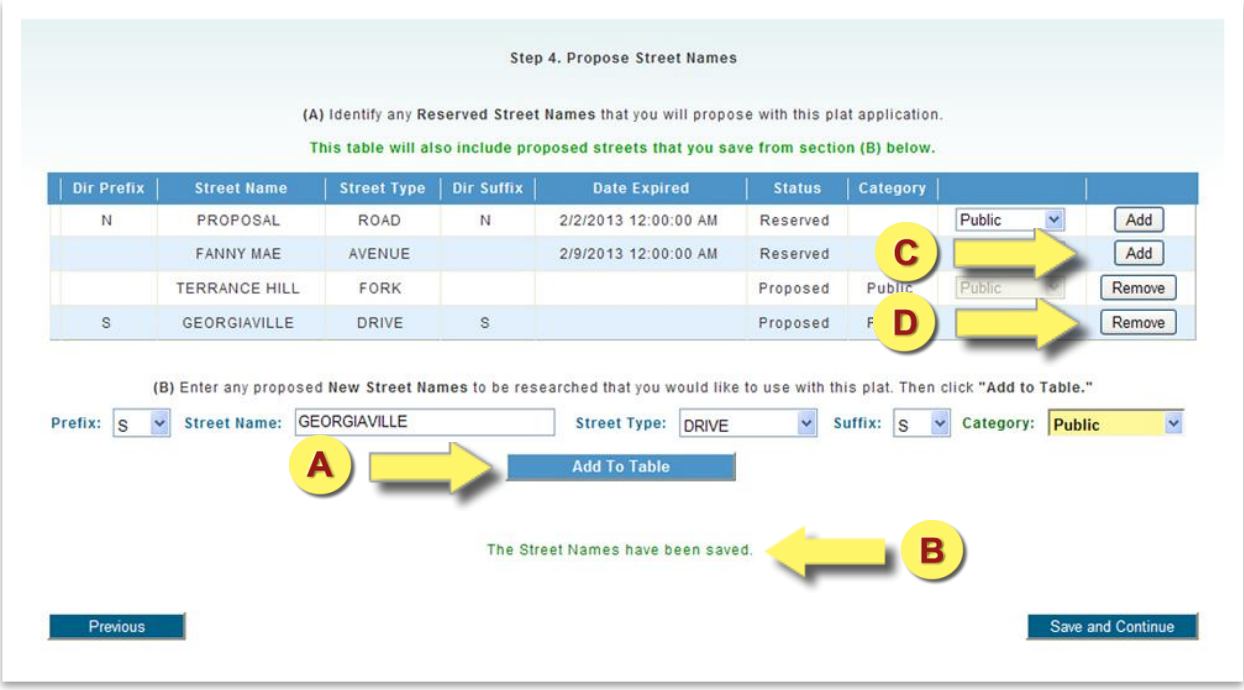
This page serves several purposes. It gives you the ability to propose already reserved street names to your plat application, as well as add non-reserved proposed street names. A listing will display including all streets saved for your organization, regardless if they were reserved or proposed. (To understand "proposed" streets, see the Adding Streets Without a Prior Reservation section below.)

Adding a Reserved Street to the Plat

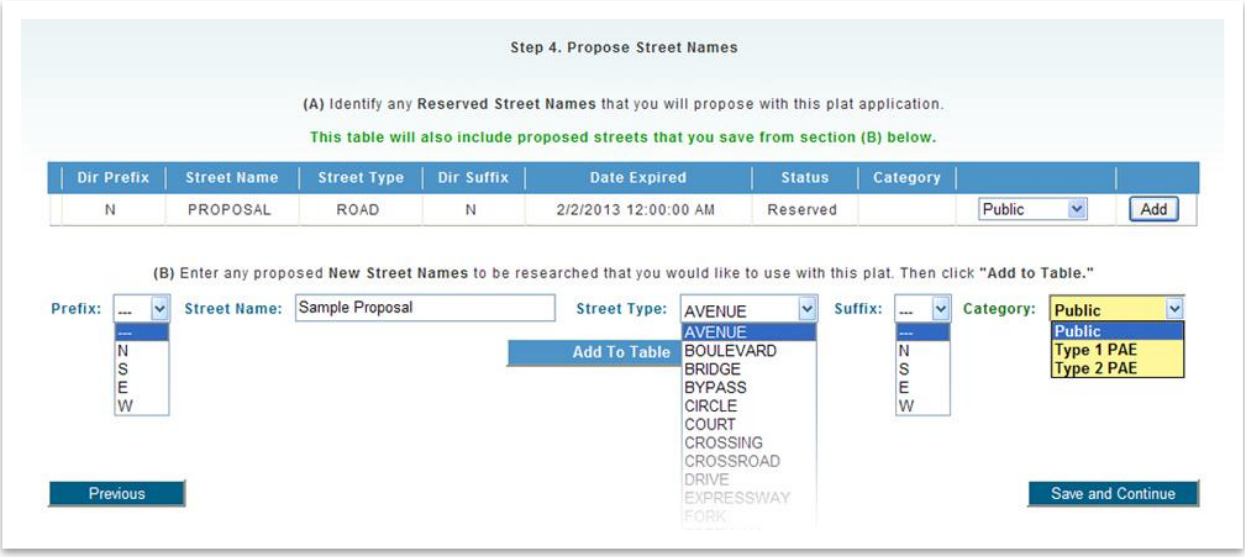
To add a reserved street to your application, simply locate the street name in the table listing. Notice the "**Category**" dropdown list. The available categories are:

- Public (default)
- Type 1 PAE
- Type 2 PAE

You may change the category shown by selecting a new category from the dropdown list. Then click the '**Add To Table**' button. This will update the category and assign the street to your plat application. At the same time, it's Reserved "**Status**" becomes "**Proposed**". Thus the street is saved for your current project / application.



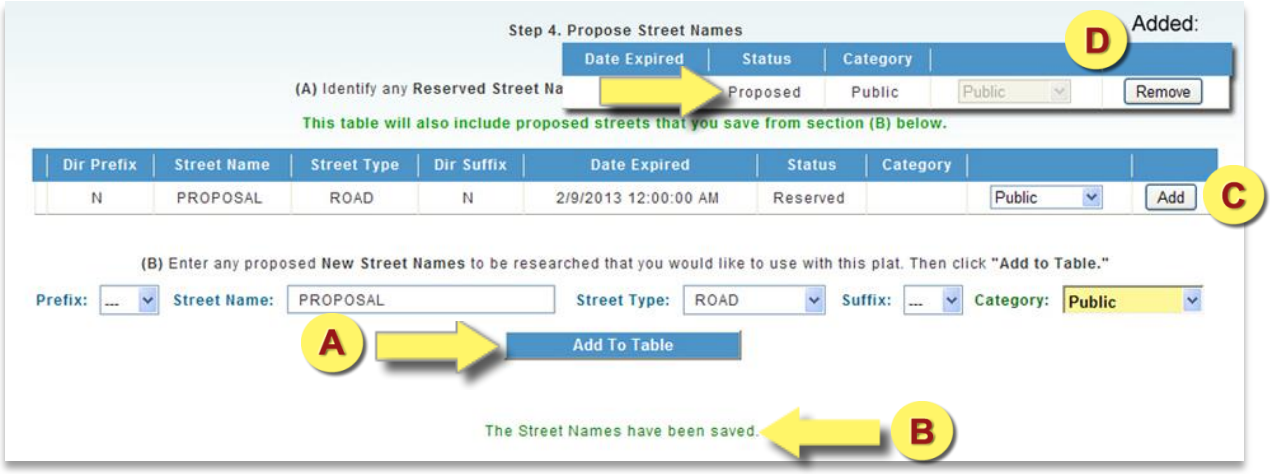
Note: you may also remove a street from the application by clicking its associated '**Remove**' button.

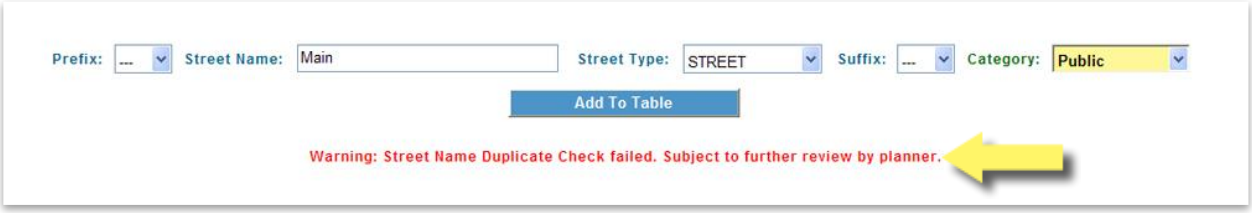


Adding Streets with No Prior Reservation

You have the ability to add a new street name directly to the plat application. First, enter the street name into the boxes provided ('**New Street Names**'). Recall that the '**Street Name**' (base name) and '**Street Type**' (dropdown list) are required. The directional prefix and suffix are optional.

Refer to the Street Naming Guidelines section for more information. To add the proposed street, click the '**Add To Table**' button. The new street name will appear in the table.





Updating a Proposed Street Name

A Enter proposed street name, and click the '**Add To Table**' button.

B The New Street Name has been saved. If you enter a street name that was previously reserved or is a duplicate, then an error message will display. (see above)

C **Updating a Proposed Street Name:** You can update the category shown by selecting a new category from the dropdown list: Public, Type 1 PAE or Type 2 PAE. Click the '**Add**' button will change its Reserved "**Status**" to become "**Proposed**". Thus the street is saved and proposed for your current project / application. The list of Proposed street name(s) will appear in Step 9 in the Plat Application Summary.

D You may modify a proposed street name listed on your application. First remove the street name from the table list by clicking the '**Remove**' button. It will prompt a dialog message, "Are you sure you want to remove it?" Click, '**OK**' and the proposed street name will be removed (see previous page). To add another proposed street, enter a name into the '**New Street Names**' fields, and click the '**Add to Table**' button.

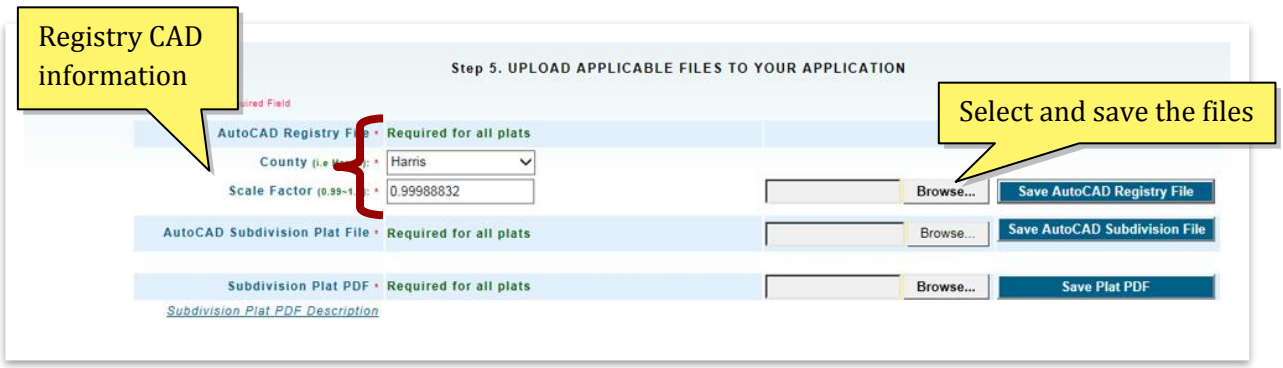
Step 5: Upload Applicable Files to Your Application

At this point, you will upload all the external files associated with your project. Two CAD files are required. The first is the registry CAD drawing based on the **registry template / layers**. Once uploaded, you verify that your drawing depicts the appropriate geographic boundary location. The second CAD file is the subdivision plat which includes all your layers, such as sections, lots, etc.

Registry CAD File

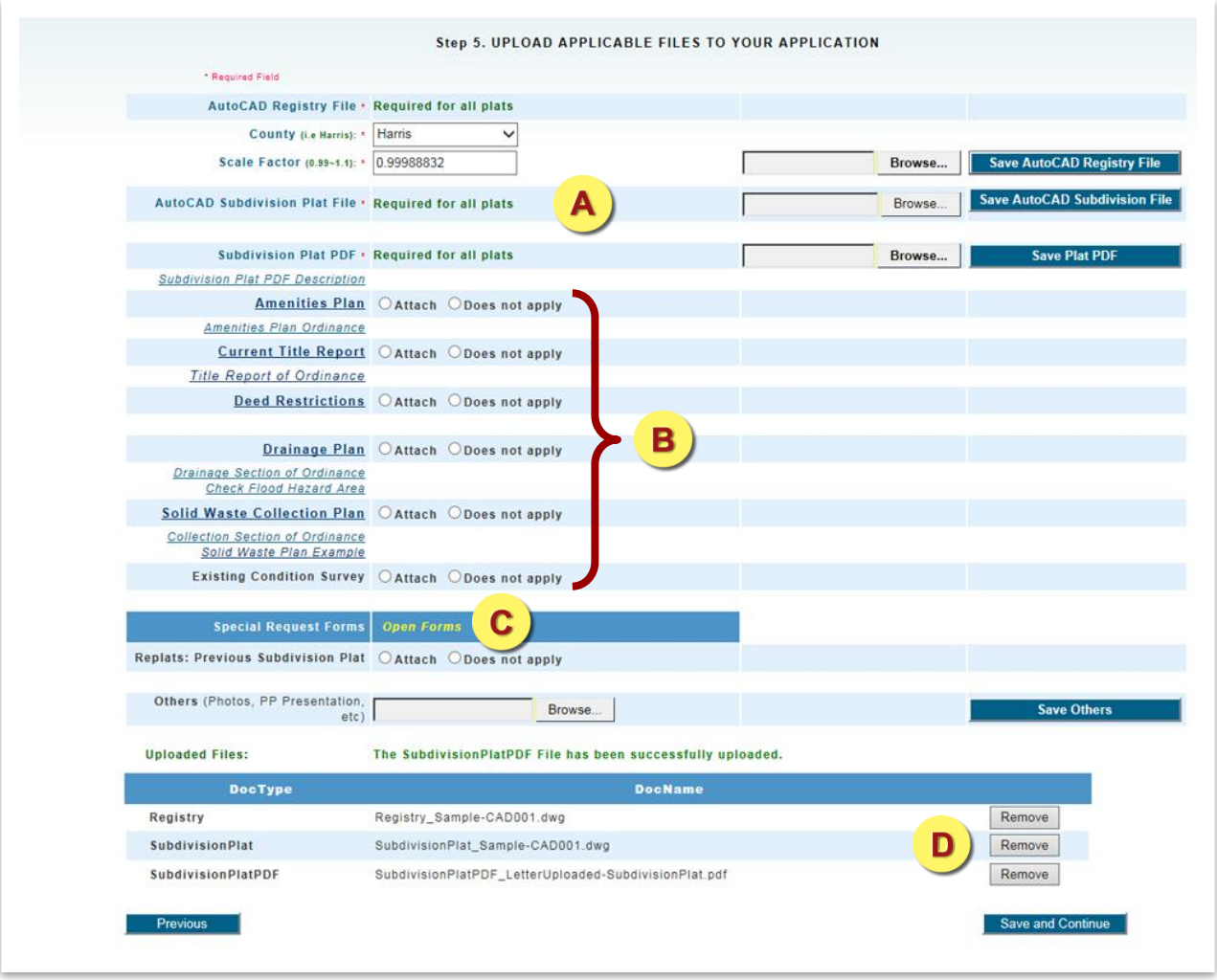
Begin by uploading your registry CAD drawing. You should have verified this file previously (refer to the Verify Plat Location section of this document). If your plat was not previously verified, you will be able to perform this process in the next step.

Your registry CAD file must be created in accordance with the registry template guidelines (see the Plat Registry CAD Layer Guidelines section for more information). To load your completed file, select the '**AutoCAD Files/Registry**' option shown in the screenshot that follows**.** Choose the '**Projection**' (county) associated with the project. Counties currently in Plat Tracker are: Harris, Fort Bend, Waller, Montgomery, and Liberty. Enter the appropriate '**Scale Factor**' for your drawing. Note, the scale factor range is limited to 0.9-1.1. For numbers less than 1, enter a zero prior to the decimal point (example: 0.99 is correct and .99 is incorrect). Entering values without the leading zero (as required) or values outside the allowable range will result in an error. Next, click the '**Browse…**' button to search for your CAD drawing. Once you select a file, click the '**Save AutoCAD File**' button. This will save your file to the Plat Tracker database. At that point, a message will display "**The Registry File has been successfully uploaded**."



Note: If you previously saved a file (example Registry CAD file), saving a new file will replace the one previously assigned to the application.

The "**Uploaded Files**" list at the bottom of the page displays a table listing of all files uploaded for this application. Plat Tracker adds a prefix to the filename indicating the contents. For example, the registry CAD drawing was uploaded as Sample-CAD001.DWG. Plat Tracker renamed it to: Registry_ Sample-CAD001.DWG. (see screenshot that follows)



A — Upload registry and subdivision plat CAD files and .PDF of the subdivision plat.

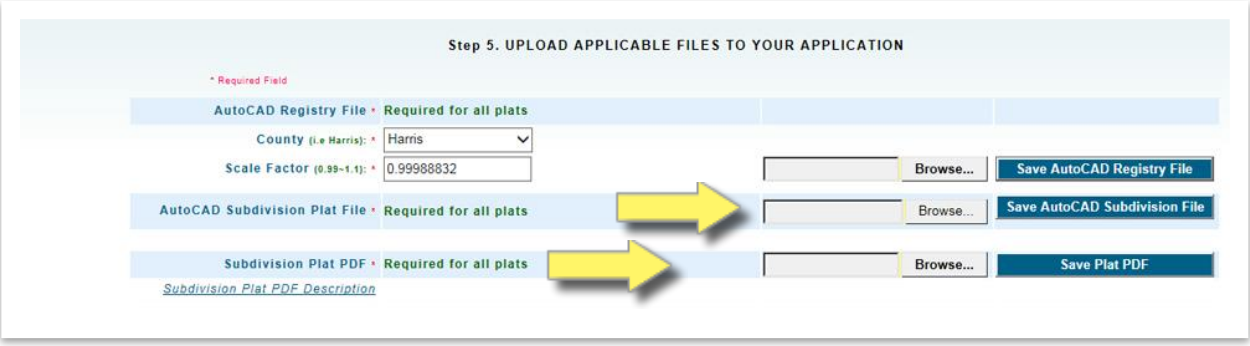
B — Upload additional files as required along with links to the associated ordinance.

C Click the "**Open Forms**" link open a new page to fill in the '**Variance Form**', '**Special Exception Form**', '**Reconsideration of Requirement Form**' and '**Public Hearing Form**' for '**Special Requests**', if applicable.

D List of all files associate with this application. Files can be removed by clicking "**Remove**" link for that file. Saving a new file will replace the one previously assigned to the application.

Subdivision Plat File

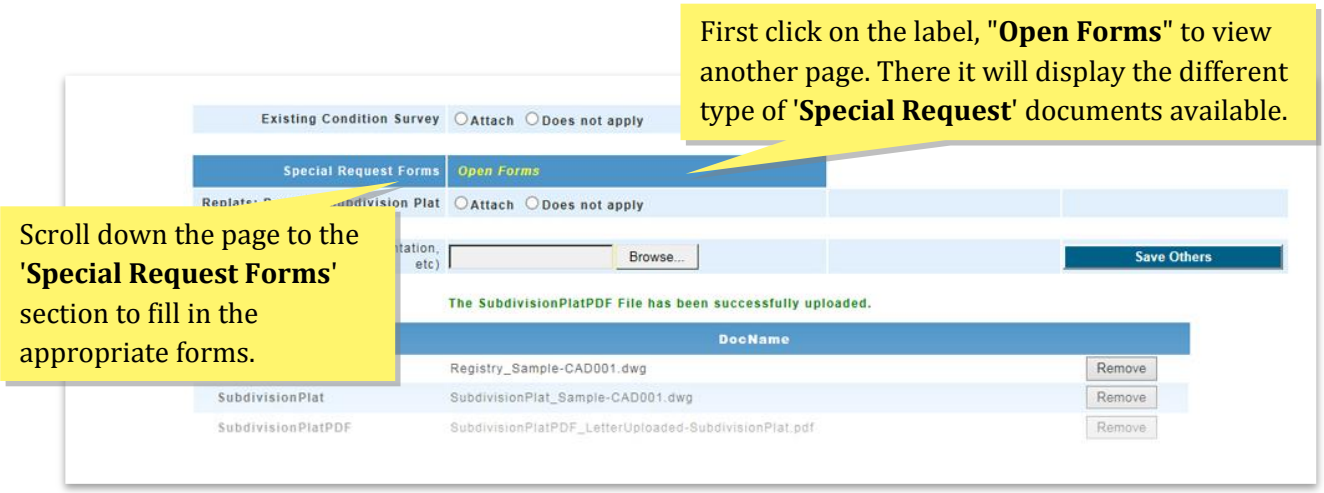
The subdivision plat drawing file must be attached to your application. This includes the complete CAD drawing along with a .PDF image of the drawing. The subdivision plat contains the details of the project and including sections, blocks, lots, etc. To upload the CAD file, simply go to the '**AutoCAD Subdivision Plat File**' option, click '**Browse…**' to search for your file. When the file is selected, click the '**Save AutoCAD Subdivision File**' button. (This process is identical to the '**AutoCAD Registry File**' procedure). Once the file is uploaded, a message will display: "**The Subdivision Plat File has been successfully uploaded**.", and the new file will display in the **Uploaded Files** list at the bottom of the screen. At this point, you should upload the PDF version of the drawing. '**Browse…**', for the file, and click '**Save Plat PDF**' to complete the save process.



Upload Required Documents

There are several required document types that must be attached to your application, depending upon the Application Type you select. (For uploading additional documents type, simply click '**Attach**' besides the Label for each appropriate descriptions, '**Browse**' for the document to upload from your computer. See "**Upload Additional Documents**" below.)

For **Special Request Forms** of **Variance, Special Exception, Reconsideration of Requirement** or **Public Hearing** options, first scroll down the page to the '**Special Request Forms**' section to "**Open Forms**" link. Select from the radio-button menu one of the **Variance, Special Exception, Reconsideration of Requirement** or **Public Hearing** options.



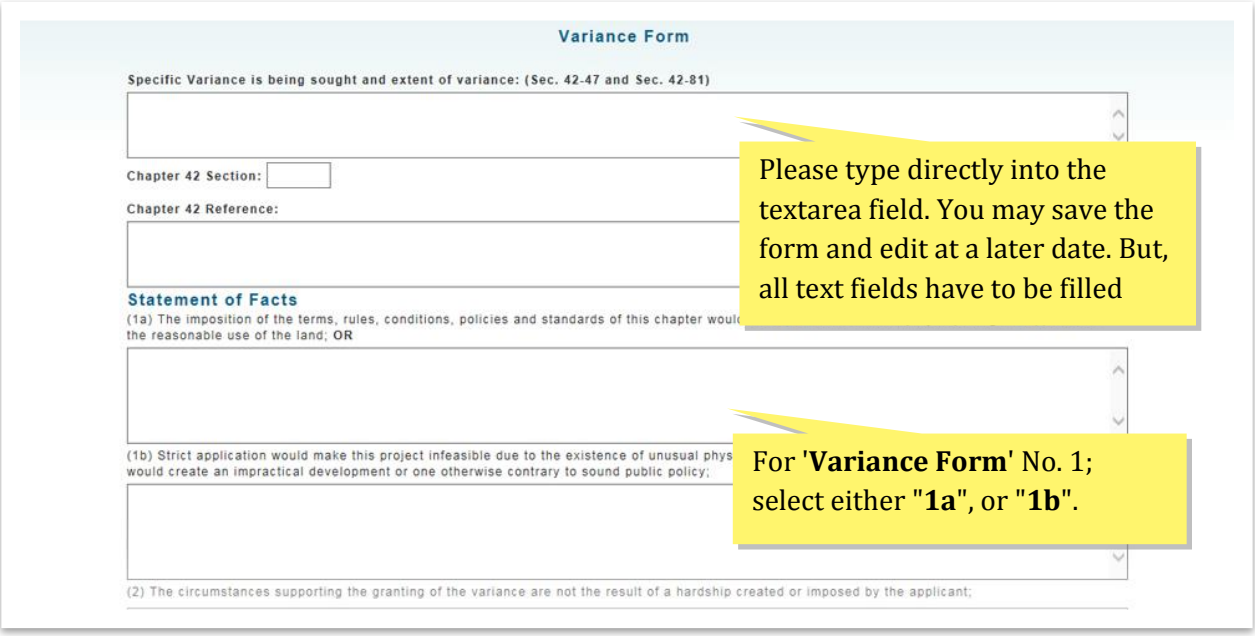
To learn more about "**Application Types**" & "**Optional Special Requests**" documents that are required, see the chapter **Starting a New Plat Application, Step 2: Enter the Application Type and Indicate Any Special Requests** in the earlier part of this **Plat Tracker Applicant User Guide** document (above).

Example: Select the radio-button '**New Variance Form**' for **Variance** document. Select the other Special Request Documents, if applicable.

Note: '**Reconsideration of Requirement Form**' and '**Public Hearing Form**' - only ONE document is allowed each. '**Variance Form**' and '**Special Exception Form**' can consist of multiple forms.

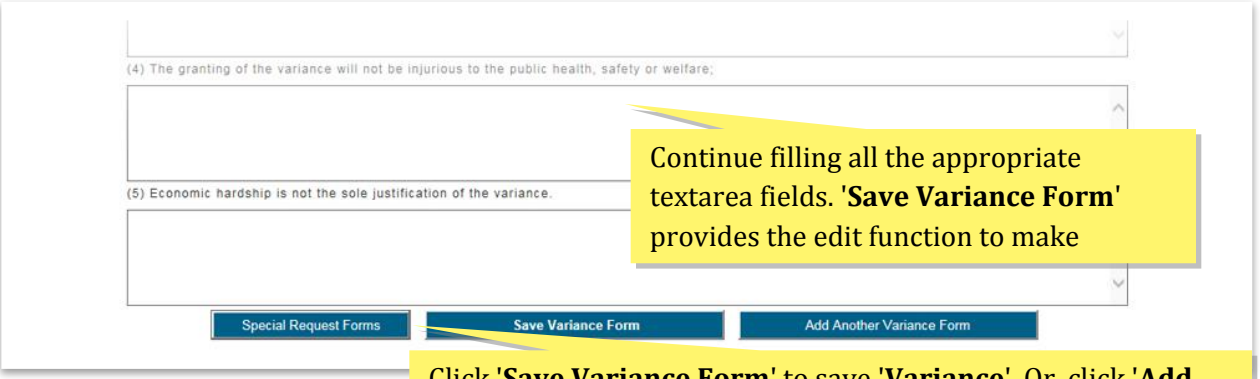
IMPORTANT: Variance or Special Exception Requests are limited to C1, C2, C2R, GP, C3P, C3R, C3N, and SP Plat Types.

Only one '**Reconsideration of Requirement Form**' and one '**Public Hearing Form**' are allowed each. If one has been created, delete the first one.



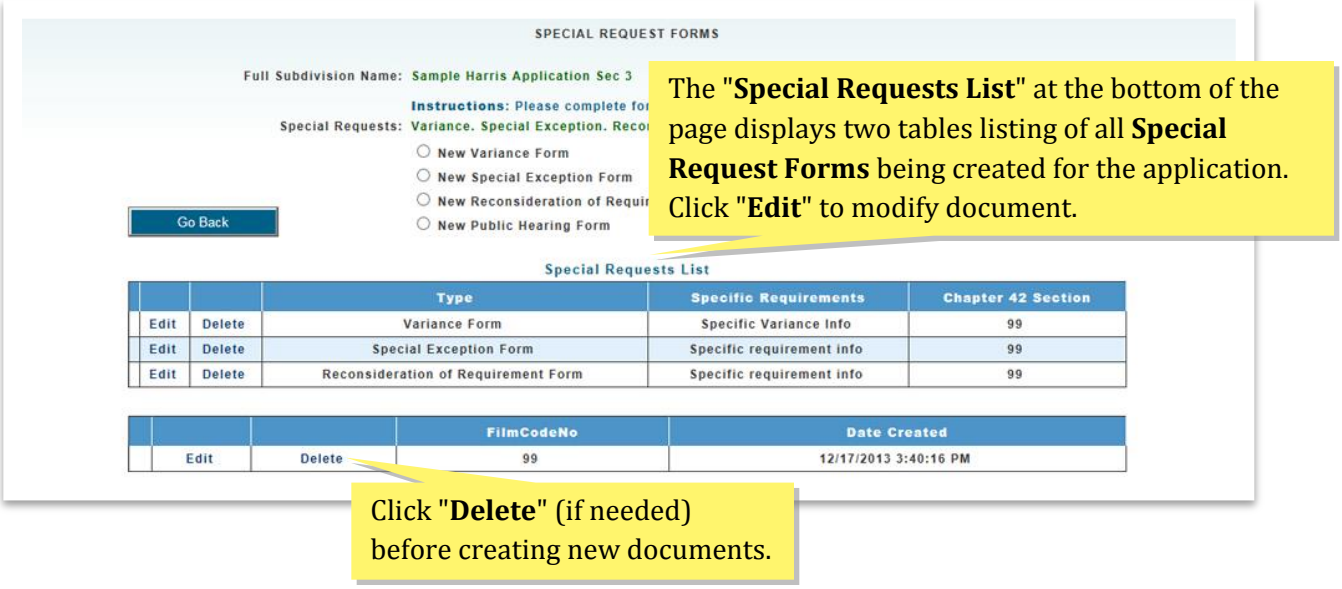
Please type directly into the textarea field. You may save the form and edit at a later date. But, all text fields have to be filled

For '**Variance Form**' No. 1; select either "**1a**", or "**1b**".



Continue filling all the appropriate textarea fields. '**Save Variance Form**' provides the edit function to make

Click '**Save Variance Form**' to save '**Variance**'. Or, click '**Add Another Variance Form**' (after previously **Edit** click) to create additional '**Variance**'. To return to previous page, click the '**Special Request Forms**' button to Step 5.

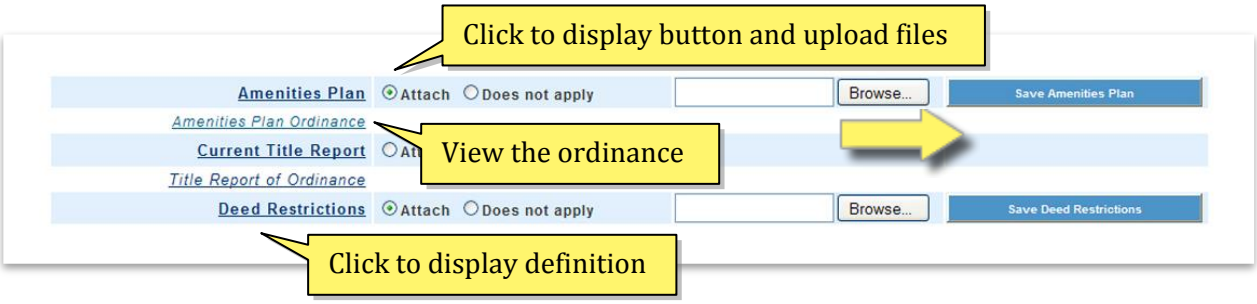


The "**Special Requests List**" at the bottom of the page displays two tables listing of all **Special Request Forms** being created for the application. Click "**Edit**" to modify document.

Click "**Delete**" (if needed) before creating new documents.

Upload Additional Documents

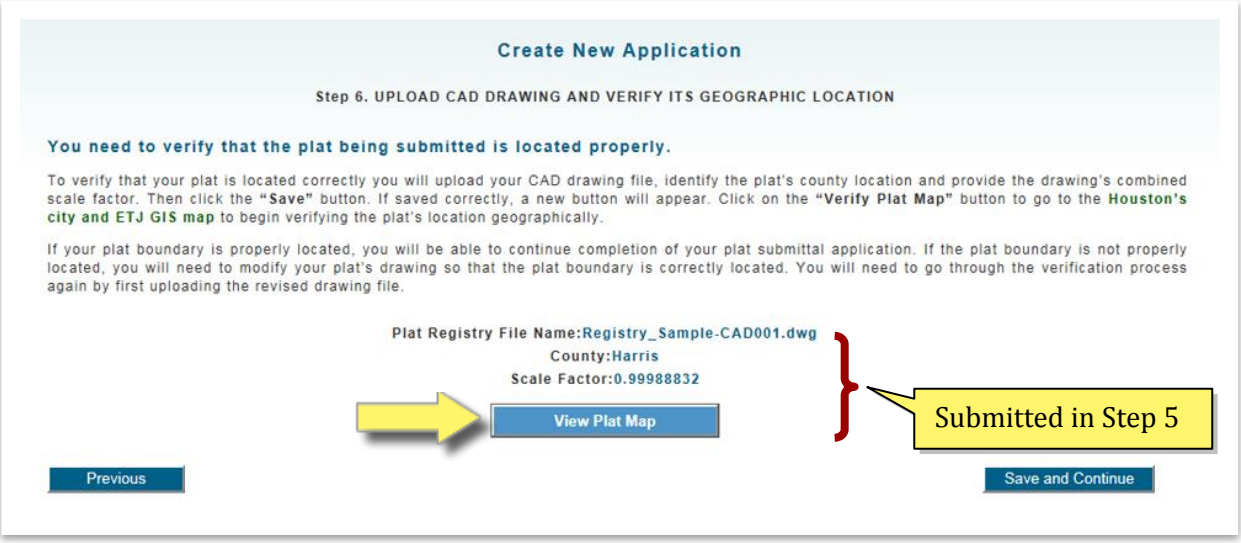
There are several optional document types listed on this page. For each document that is appropriate, simply click the "**Apply**" option. This causes a '**Browse…**' button to display to the right of the item chosen. Once the file is selected, save it to the database by clicking the "**Save ____**" button (example '**Save Amenities Plan**'). If you would like more information on an item, click the name of the document type. Example: click the '**Deed Restrictions**' link. This will result in the definition displaying to the right of the item clicked. To view the associated ordinance, click the link provided. (Example: '**Amenities Plan Ordinance**')



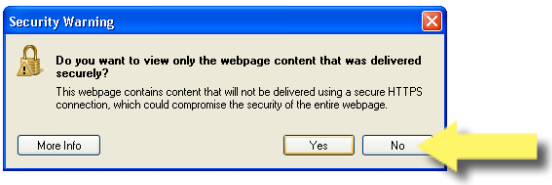
If you wish to deselect a document type, simply click the "**Does not apply**" option. Doing so will close the '**Browse**' and save buttons for that document type. However, this will not remove a previously attached document. To remove any file, go to the "**Uploaded Files**" list, and click the "**Remove**" link for that specific file.

Step 6: Upload CAD Drawing and Verify Its Geographic Location

This step allows you to visually verify the registry file saved in the previous step. The page displays the registry CAD filename, county, and scale factor. Click the '**View Plat Map**' button to continue.



IMPORTANT: To view a plat map, you MUST enable Pop-Ups in your browser.



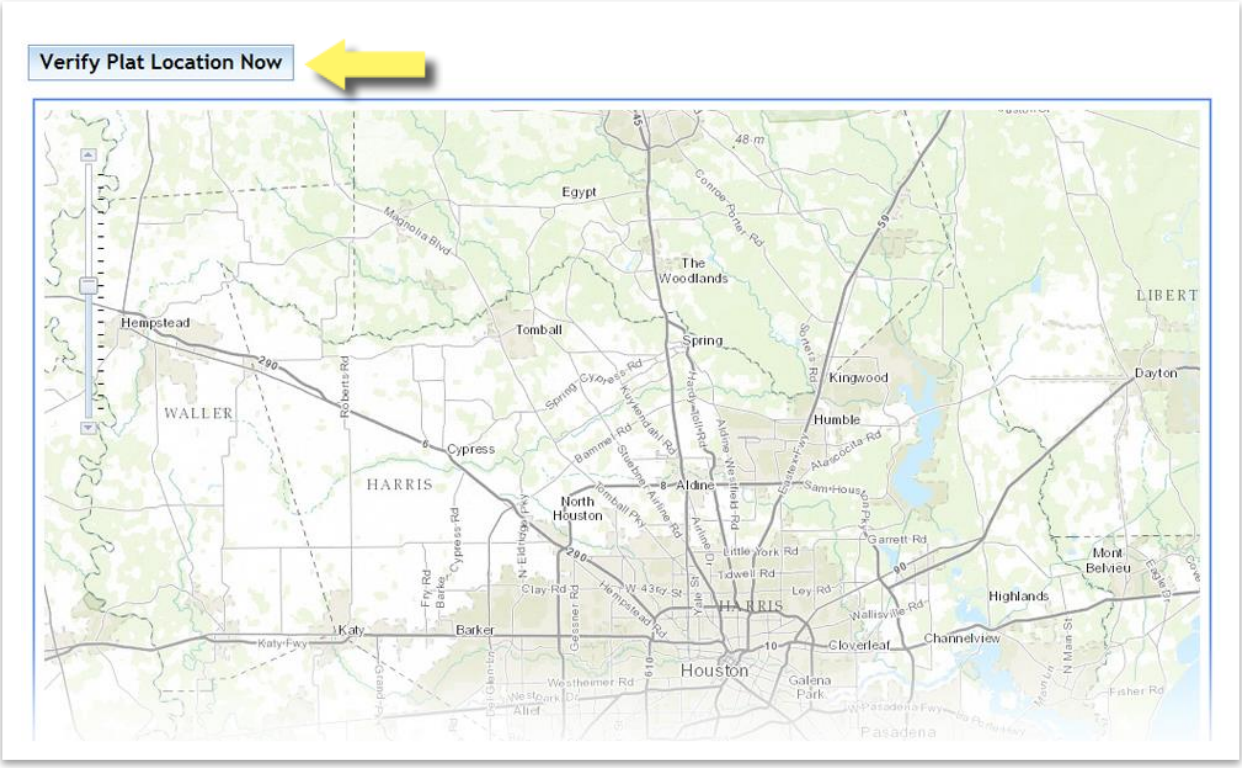
Also, you will see this Security Warning in IE, click 'No' when asked about delivering non-https content.

Since there are many components during the submittal of the plat applications, IE won't remember your choice and the warning message will appear every time you visit that page or web site. It basically means that the secure (https) web page that you are trying to open contains images or

other elements but in this case the Registry Template AutoCAD drawings that are hosted on a non-https location. They call it mixed content.

To learn more about "**Disable Mixed Content in Internet Explorer**" see the chapter **Verify Plat Location** in the earlier part of this **Plat Tracker Applicant User Guide** document (above). It will explain how you can avoid the process and the steps to get rid of the Security Warning dialog box while using Internet Explorer 8 by changing the setting.

First, the entire map for the Houston extraterritorial jurisdiction (ETJ) region will display. Your CAD drawing in NOT visible at this point. Click the button '**Verify Plat Location Now**' to continue.

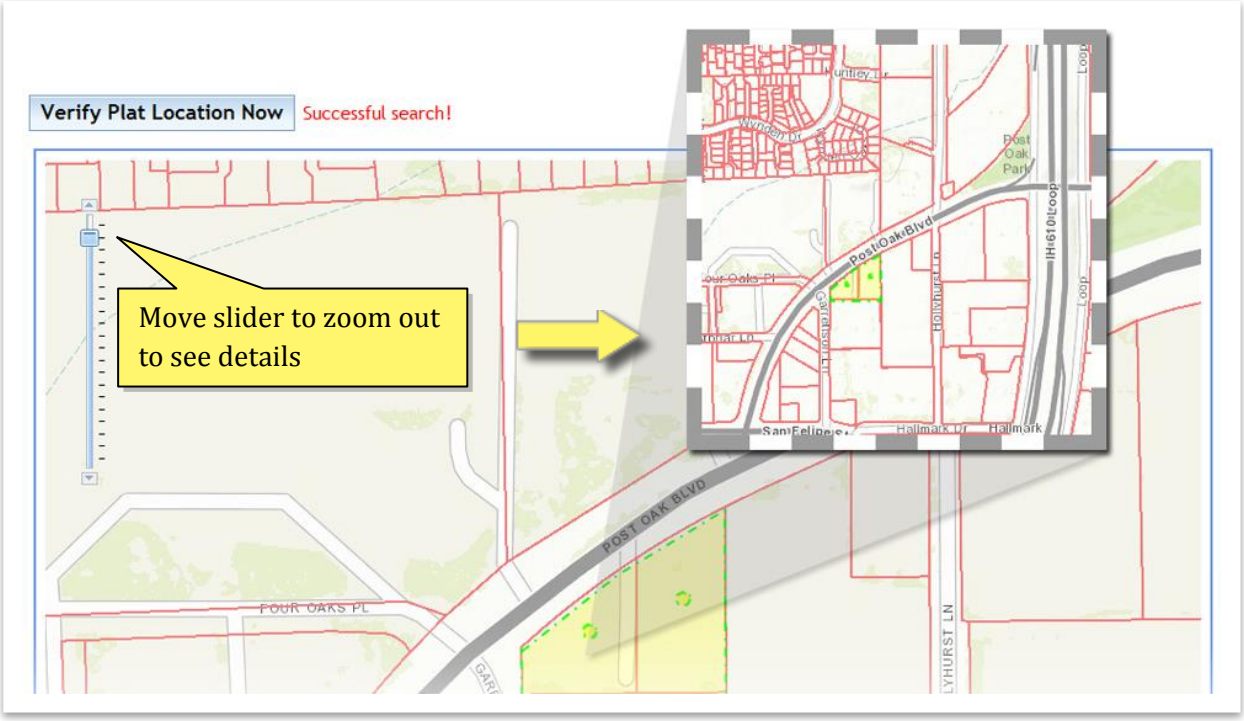


Visual Inspection Process

Next, your CAD file is processed by the Plat Tracker GIS system. If this runs smoothly, a message will display indicating success. The GIS system interprets the geographic location of your CAD drawing and fills the screen with a map of the location. In addition, the CAD drawing is presented as a transparent yellow overlay.

Review this map to ensure that your plat boundary is in the correct geographic location. Zoom out using the Zoom tool on the left. Any boundary that is "slightly off" should be corrected. If you

continue to have problems with alignment or want to discuss "slightly off" plat locations, contact Planning Department staff.



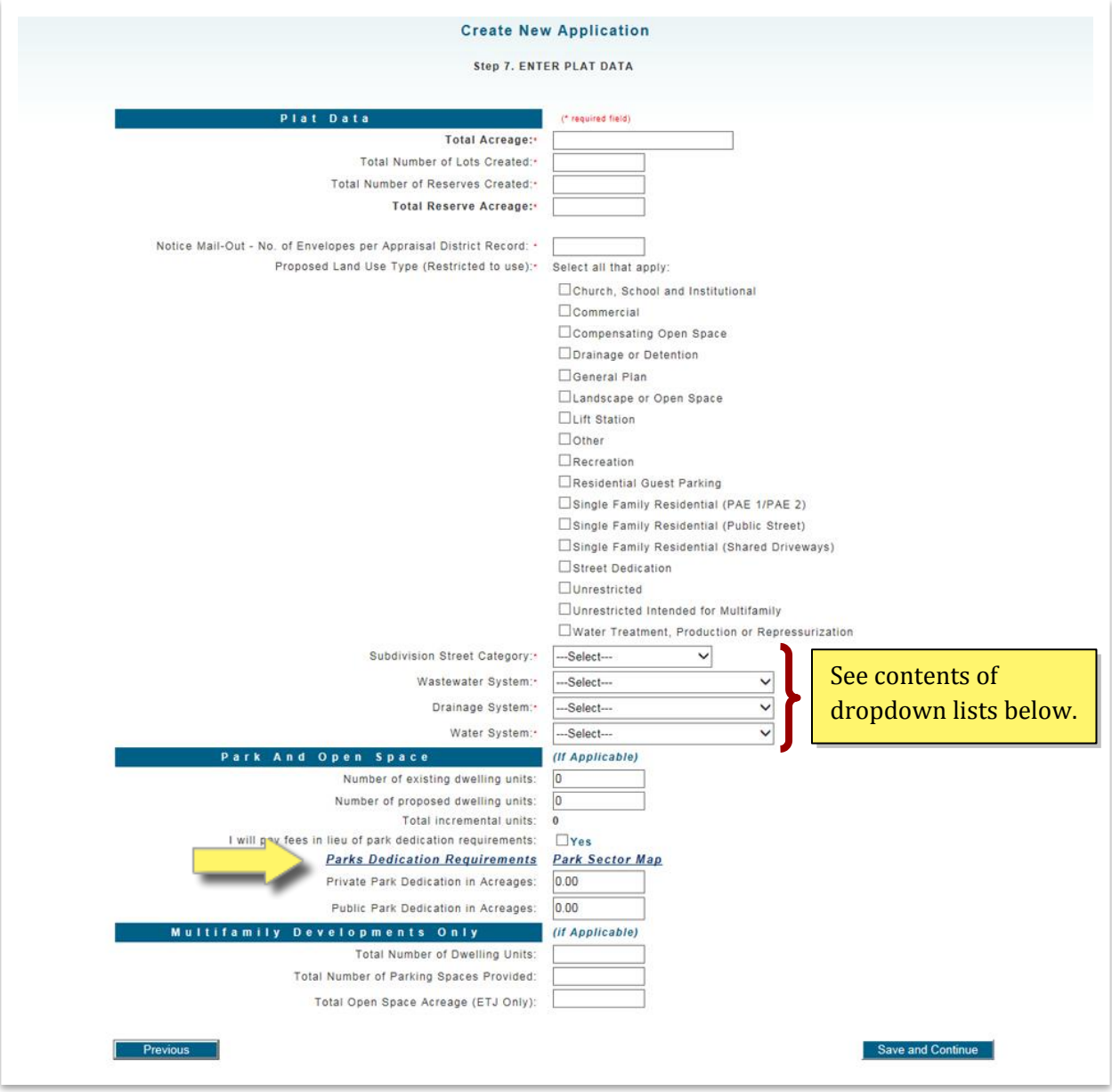
If your registry CAD file fails verification either automatically or via visual inspection, you should save your work, correct your file, and reload the registry. Failure to properly verify your CAD file may result in delaying your application.

When you are finished viewing the plat map, simply close the browser window (map only). Return to the previous screen, **Step 6** of the '**Create New Application**' page, and click the button '**Save and Continue**' to continue on to **Step 7**.

Step 7: Enter Plat Data

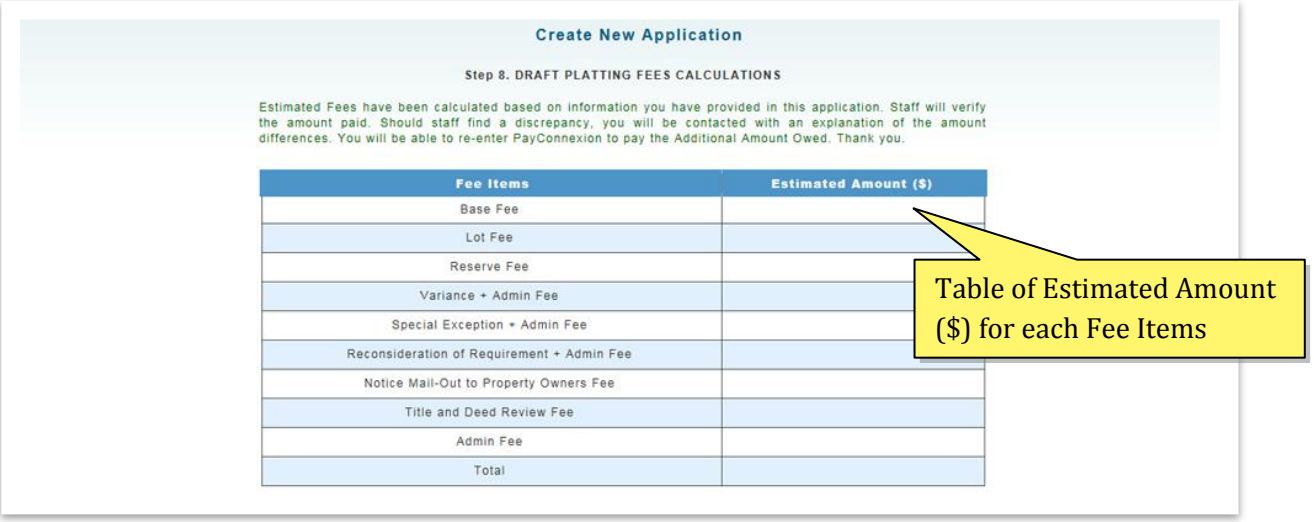
Fill in data for your plat including acreage, multifamily details (if any), location data, and park information, etc. The items in each dropdown list are shown below.

For your convenience, links to parks dedication criteria are available at the bottom of the webpage.



Checkbox Type	Checkbox Items	Dropdown List Type	Listed Items
Land Use Type	Church, School and Institutional Commercial Compensating Open Space Drainage or Detention General Plan Landscape or Open Space Lift Station Recreation Residential Guest Parking SF Residential (Public Street) SR Residential (Shared Driveways) SR Residential (Type 1 PAE) SR Residential (Type 2 PAE) Street Dedication Unrestricted Unrestricted Intended for Multifamily Water Treatment, Production or Repressurization Other	Subdivision Street Category	Combination Public Type 1 PAE Type 2 PAE
		Wastewater System	City Existing Utility District Proposed Utility District Septic Tank
		Drainage System	Combination Open Ditch Storm Sewer
		Water System	City Existing Utility District Private Well Proposed Utility District

Step 8: Draft Platting Fees Calculations



Draft platting fees are automatically calculated based on information provided in this application. These are estimates. Actual payment is made after step 10.

All plat applications require a base fee and an administrative fee. Lot fees, reserve fees, and special request fees are billed if the applicable items are in the application.

Step 9: Plat Application Summary

A complete summary of your application is displayed in this step including uploaded files and their filenames. This page is read only. Any changes must be made on the appropriate page for that specific item. To get back to an individual step, click the hyperlink provided for each step, as shown below.

Create New Application

Step 9. PLAT APPLICATION SUMMARY

Step 1 Summary:

Subdivision Full Name: Sample Harris Application Sec 3

Project Name: Sample Harris Application

Previous or Related Application:

AppNo	Subdivision	Type
2013-1023	Sample Harris Application Sec 2	PREVIOUS

Step 2 Summary:

Subdivision Type: Class 3 subdivision replat Public Hearing Notification (C3N)

Special Requests: Variance. Special Exception. Reconsideration of Requirement.

Original Subdivision Name: Sample Harris Application

Special Request Form:

	Type	Specific Requirements	Chapter 42 Section
Edit	Variance Form	Specific Variance	99
Edit	Special Exception Form	Specific requirement	99
Edit	Reconsideration of Requirement Form	Specific requirement	99

Public Hearing Form:

	FilmCodeNo	Dat
Edit	99	1/15/2014 10:43:36 AM

The tables displayed the **Special Request Forms** and **Public Hearing Form**.

Step 3 Summary:

Project Manager: First Last

Contact Information:

Company	Sample Applicant Company
Address	611 Walker St.
City	Houston
State	TX
ZipCode	77002
Phone	713-837-7701
Email	plattracker@hotmail.com

Developer: Sample Developer Company

Company	Sample Developer Company
Contact First Name	FIRSTNAME
Contact Last Name	LASTNAME
Phone	713-000-0000
Email	PlatTracker@hotmail.com

Step 4 Summary:

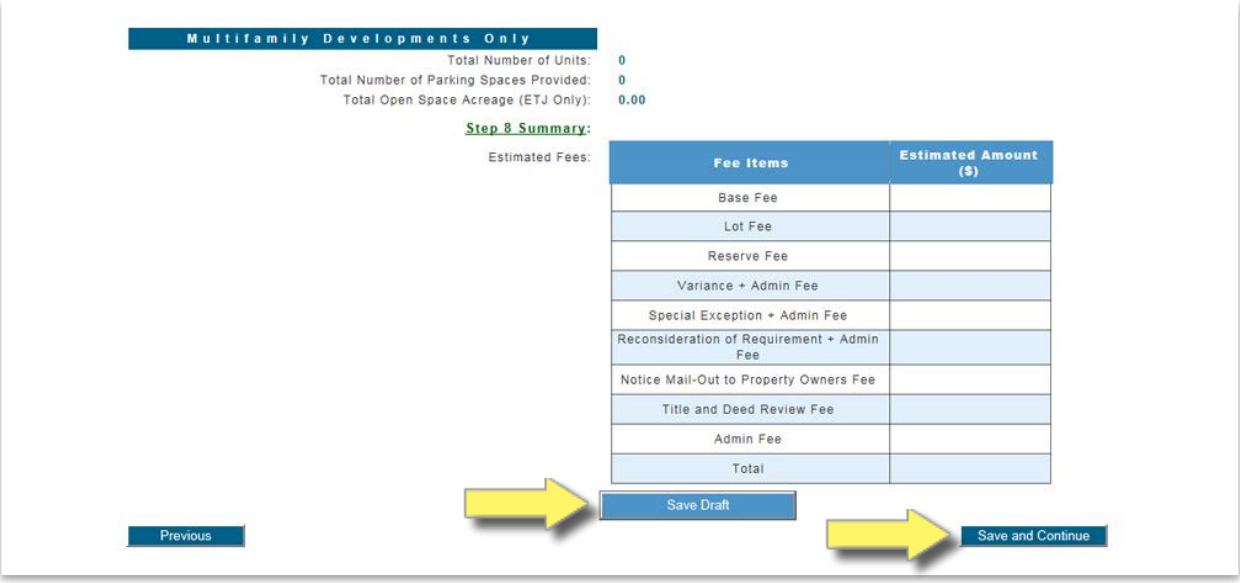
Proposed Street Names:

Prefix	Street Name	Street Type	Suffix	Category	Status
N	PROPOSAL	ROAD	N	Public	Proposed

Step 5 Summary:

Uploaded Files:

DocType	DocName	
Registry	Registry_Sample-CAD001.dwg	Open
SubdivisionPlat	SubdivisionPlat_Sample-CAD001.dwg	Open
SubdivisionPlatPDF	SubdivisionPlatPDF_LetterUploaded-SubdivisionPlat.pdf	Open



Step 10: Affidavit of the Owner

The affidavit confirms that the information provided within your application is true and complete. Once you click the box: "**I affirm that this statement is true**", the '**Submit**' button will show up. Click the '**Submit**' button to officially submit the application to Planning & Development Department. Once clicked, the application will be immediately submitted for approval by the Department of Planning and Development and subsequently by the Planning Commission.

Once the application is submitted, you will no longer be able to make changes to the application.

Affidavit

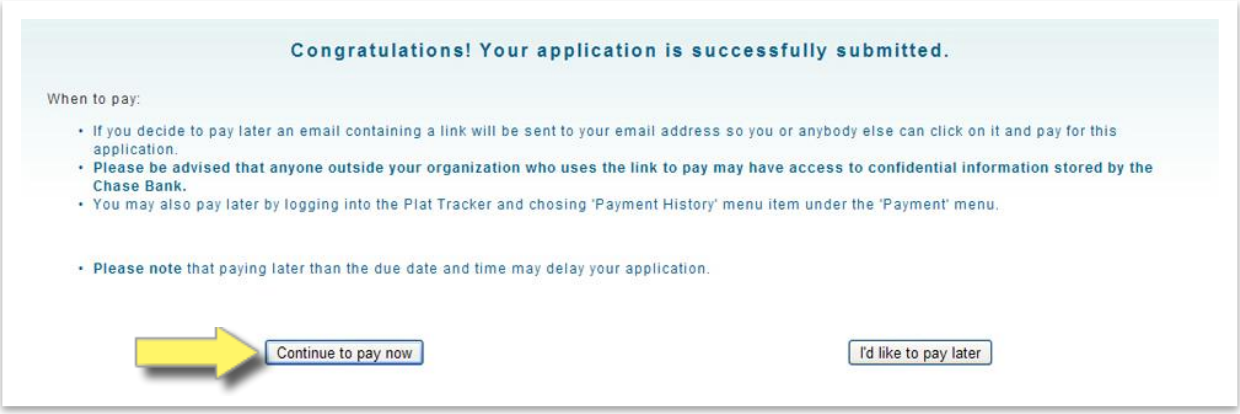
As the property owner or owner's authorized agent with duty to inquire, I do hereby certify that all the contiguous land that the subdivider owns or controls is reflected on the face of this plat, or has been included in an approved general plan. Also, I do herby certify that all existing recorded encumbrances,

such as public and private easements, and fee strips are accurately identified, located and referenced within the boundaries of this plat.

Payments

After hitting submit, you will see a page (shown below) noting that your application was submitted successfully and allowing for payment to be made. Before the application can be promoted to the planning commission agenda, all fees must be paid in full.

You can make payment at that time or pay later. If you decide to pay later, by clicking the "**I'd like to pay later**" button, an email containing the payment link will be sent to the applicant's email on file for forwarding to a 3rd party for payment.

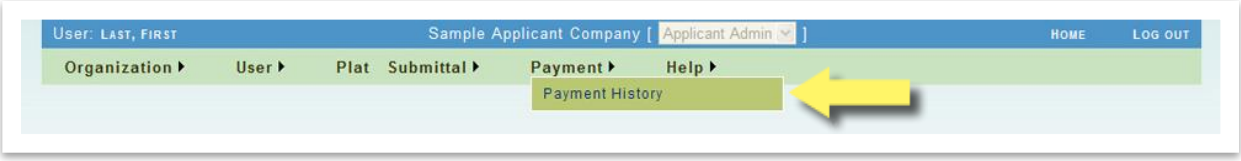


If you click the "**Continue to pay now**" button, you will be directed to a page for summary information and buttons to continue on to Chase Pay Connexion portal, as shown below.

Payments are due on the last submittal day of the current submittal window. This typically falls on Monday at 3:00pm

Review the documentation on the webpage. If you agree and are ready to pay the fees, click the button "**I understand and want to pay now**". You will be forwarded to a secure site, PayConnexion maintained by JP Morgan Chase Bank. On the site enter your payment information credit card or checking account information - eCheck. Credit cards accepted by PayConnexion are VISA, MasterCard, and Discover. If you pay by eCheck, you must provide the applicant's password.

Payment History



Before any application can be promoted to the planning commission agenda, all fees must be paid in full. However, you can access the payment history page at any time by selecting the menu options: '**Payment/Payment History**'. The **Organization's Application Payment History** page displays all **Estimated Total**, **Verified Total** (by Planner), **Paid Amount** and **Balance / Outstanding Balances**. The payment status of the applications is as following:-

- "**Not Paid**" (payment has not been made; "**positive**" value is the amount you owe and the payment is required immediately. **IMPORTANT**: It could also be the total fee amount that is verified and determined by the planners – the "**Outstanding Balance**". This amount will override the 'Est. Total'.)
- "**Pending $amount**" (payment is in **PENDING** stage; shows payment process is **COMPLETE** when confirmed by the Chase Bank)
- "**Complete**" (is the actual total paid amount which went through payment process confirmed by the Chase Bank. It is indicated as '**Paid Amount**' in the payment status)
- "**No Payment Required**" (no fee applies)
- "*****" (the "**negative**" (enclosed in parenthesis) value, is the credit amount that you may request for refund)

Pay Balance & Email Balance

Click the '**Pay Balance**' button, will take you to the page to allowing for payment to be made for the application (shown below).

Click the '**Email Balance**' button will configure and send an email message to your Plat Tracker on-file email address. The message contains a link (URL) that can be clicked on to pay for the application. This way of payment does not require a login and the payer pays on behalf of the person who submitted the application. You can send the payment link to a 3rd party to make payment, if applicable.

This will also activate a dialog box with a message to verify if, "**Are you sure you want to send an email to yourself containing the payment link?**" Select '**OK**' (or, to '**Cancel**'). Check your email for subject entitled "**City of Houston - Plat Tracker: payment link for application No. 2013-** (application number)". See below.

Note: Anyone outside your organization who uses the link to Chase Bank may have access to confidential information stored by the bank.

IMPORTANT: Please allow a few minutes and then refresh or revisit this page to show the pending amounts if you just made a payment.

Organization's Application Payment History

Est. Total: This is an estimated total fee amount which is calculated based on the information you entered when preparing the application. Application review will not advance if this amount is not paid.

Verified Total: This is the total fee amount that is verified and determined by the planners. This amount will override the 'Est. Total'.

Paid Amount: This is the actual total paid amount which went through payment process confirmed by the Chase Bank.

Payment Status: Shows whether the payment process is COMPLETE or PENDING.

Balance: If positive value, this is the amount you owe and the payment is required immediately. If (enclosed in parenthesis) value, that is the amount you may request for refund.

Pay Balance Button: It will take you to the page to make the payment for the application.

Email Balance Button: It will configure and send an email message to your Plat Tracker on-file email address. The message contains a link (URL) that can be clicked on to pay for the application. This way of payment does not require a login and the payer pays on behalf of the person who submitted the application.

Note No.1: Anyone outside your organization who uses the link to Chase Bank may have access to confidential information stored by the bank.

Note No.2: Please allow a few minutes and then refresh or revisit this page to show the pending amounts if you just made a payment.

My Chase-Plat Tracker Account

App No	Subdivision	Est. Total	Verified Total	Paid Amount	Payment Status	Balance		
2013-1028	Sample Harris Application Sec 3	$251.79	$251.79		Not Paid	$251.79	Pay Balance	Email Balance
2013-1027	Sample Liberty Application Sec 5	$528.51	$528.51		Not Paid	$528.5	Pay Balance	Email Balance
2013-1026	Sample Waller Application Sec 4	$798.13	$798.13		Not Paid	$798.13	Pay Balance	Email Balance
2013-1025	Sample Montgomery Application Sec 3	$798.13	$798.13		Not Paid	$798.13	Pay Balance	Email Balance
2013-1024	Sample Fort Bend Application Sec 2	$1,210.21	$1,210.21		Not Paid	$1,210.21	Pay Balance	Email Balance

A Read the important information on the **'Organization's Application Payment History'** page.

B Click the **'My Chase-Plat Tracker Account'** button directs you to a secure site for summary information and buttons to continue on to Chase Pay Connexion portal.

C Click the **'Pay Balance'** button opens the **'Applicant Fee Payment'** page to pay by selecting the "**I understand and want to pay now**". If you just want to review the fees, and maintain account information, click the button "**I understand and want to review payments only**". Either options, you will be forwarded to a secure site, PayConnexion maintained by JP Morgan Chase Bank. (see "**F**" below)

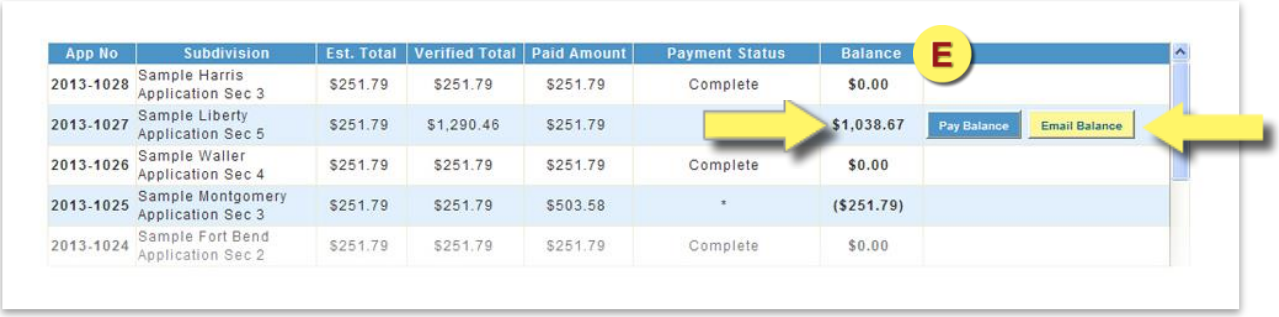
D You can send the payment link to your email to pay later (and/or, then forward to a 3rd party to make payment, if applicable). Click the '**Email Balance**' button.

E After the application has being reviewed by the planner, the '**Verified Total**' is the total fee amount that is verified and determined by the planners. To "**Pay Outstanding Balance**" - click the **'Pay Balance'** button. See below.

Pay Outstanding Balance & Credits

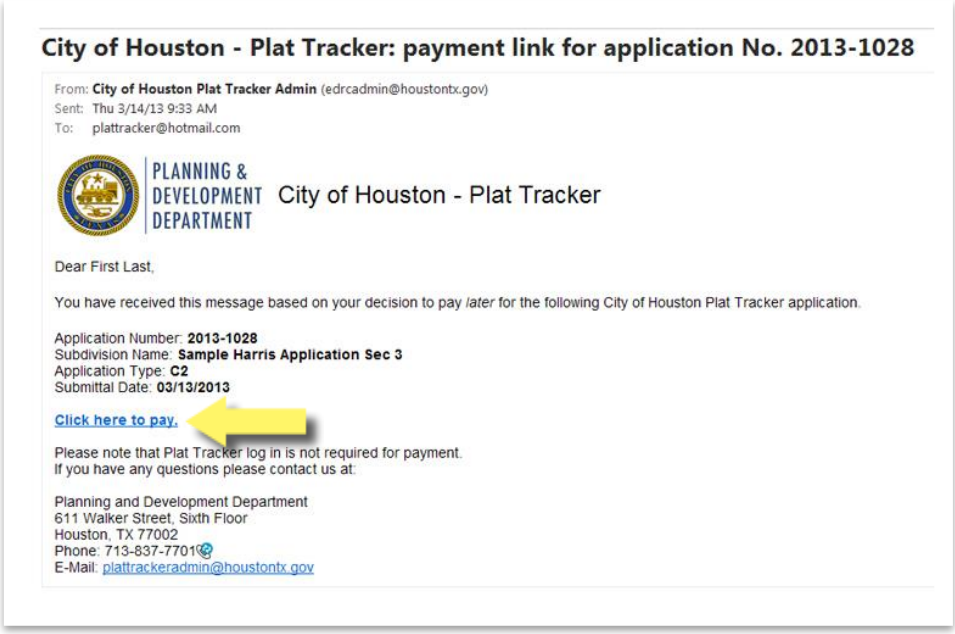
The "**Est. Total**" (estimated total) fee amount is calculated based on the information you entered when preparing the application. After the application has being reviewed by the planner, the '**Verified Total**' is the total fee amount that is verified and determined by the planners. This amount will override the **'Est. Total'**. And, a balance is due in the '**Balance**' field. You can complete to '**Pay Balance**' or '**Email Balance**'; forward to a 3rd party to make payment, if applicable.

Inactivation of Application Date is 30 days forward from your submittal date. Status changes on your application during the 30 days will require intervention by Planning Department. All applicants are reminded that their payments are due on the last submittal day for a given submittal window. This usually falls on Monday at 3:00PM. You can read more on the '**Application Fee Payment**' page. All fees must be paid in full before any application can be promoted to the planning commission agenda. Application review will not advance if "**Balance**" amount is not paid.



App No	Subdivision	Est. Total	Verified Total	Paid Amount	Payment Status	Balance
2013-1028	Sample Harris Application Sec 3	$251.79	$251.79	$251.79	Complete	$0.00
2013-1027	Sample Liberty Application Sec 5	$251.79	$1,290.46	$251.79		$1,038.67
2013-1026	Sample Waller Application Sec 4	$251.79	$251.79	$251.79	Complete	$0.00
2013-1025	Sample Montgomery Application Sec 3	$251.79	$251.79	$503.58	*	($251.79)
2013-1024	Sample Fort Bend Application Sec 2	$251.79	$251.79	$251.79	Complete	$0.00

CREDITS: If is show a "**negative**" (enclosed in parenthesis) value, is the credit amount that you may request for a refund.



City of Houston - Plat Tracker: payment link for application No. 2013-1028

From: **City of Houston Plat Tracker Admin** (edrcadmin@houstontx.gov)
Sent: Thu 3/14/13 9:33 AM
To: plattracker@hotmail.com

PLANNING & DEVELOPMENT DEPARTMENT City of Houston - Plat Tracker

Dear First Last,

You have received this message based on your decision to pay *later* for the following City of Houston Plat Tracker application.

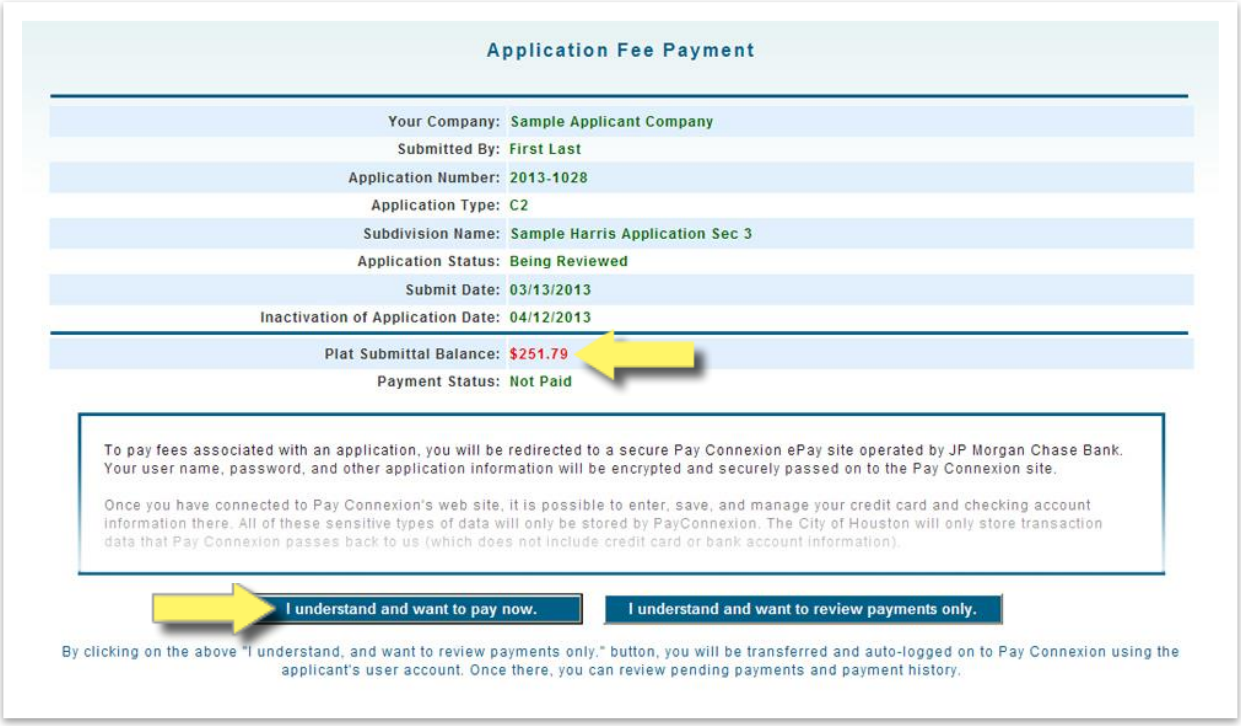
Application Number: **2013-1028**
Subdivision Name: **Sample Harris Application Sec 3**
Application Type: **C2**
Submittal Date: **03/13/2013**

Click here to pay.

Please note that Plat Tracker log in is not required for payment.
If you have any questions please contact us at:

Planning and Development Department
611 Walker Street, Sixth Floor
Houston, TX 77002
Phone: 713-837-7701
E-Mail: plattrackeradmin@houstontx.gov

Email Notification Link: Click the link, '**Click here to pay**' from the email, "**City of Houston – Plat Tracker: payment link for application No. 2013-**(application number)". You and the 3rd party do not have to enter a password to move forward with the payment section. See below.



Application Fee Payment

Your Company:	Sample Applicant Company
Submitted By:	First Last
Application Number:	2013-1028
Application Type:	C2
Subdivision Name:	Sample Harris Application Sec 3
Application Status:	Being Reviewed
Submit Date:	03/13/2013
Inactivation of Application Date:	04/12/2013
Plat Submittal Balance:	$251.79
Payment Status:	Not Paid

To pay fees associated with an application, you will be redirected to a secure Pay Connexion ePay site operated by JP Morgan Chase Bank. Your user name, password, and other application information will be encrypted and securely passed on to the Pay Connexion site.

Once you have connected to Pay Connexion's web site, it is possible to enter, save, and manage your credit card and checking account information there. All of these sensitive types of data will only be stored by PayConnexion. The City of Houston will only store transaction data that Pay Connexion passes back to us (which does not include credit card or bank account information).

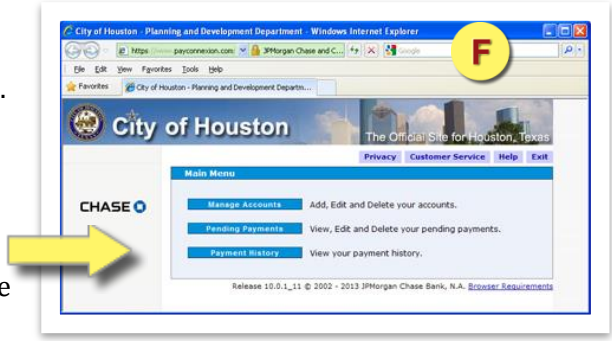
I understand and want to pay now. | I understand and want to review payments only.

By clicking on the above "I understand, and want to review payments only," button, you will be transferred and auto-logged on to Pay Connexion using the applicant's user account. Once there, you can review pending payments and payment history.

The Planning and Development Department will review your application and verify the amount with CHASE. You will be notified of any discrepancy. If the estimated amount was too low, you will be asked to pay the difference using the Plat Tracker Payment menu.

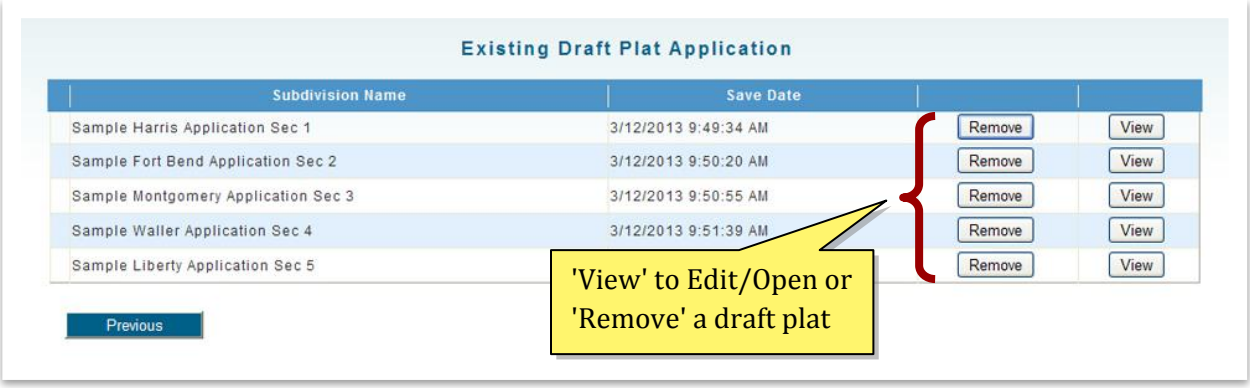
PayConnexion maintained by JP Morgan Chase Bank.

If you just want to review the fees, and maintain account information, click the button "**I understand and want to review payments only**". You will be forwarded to a secure site, PayConnexion maintained by JP Morgan Chase Bank. On the site enter your payment information credit card or checking account information - eCheck. Credit cards accepted by PayConnexion are VISA, MasterCard, and Discover. If you pay by eCheck, you must provide the applicant's password.



Managing Draft Applications

Plat Tracker users within your organization may revise and/or remove any draft application assigned to your organization. Select the menu option '**Plat Submittal/My Plat Applications**'. At the prompt, click the radio button, '**Go to Draft Application**'. A new page will automatically open, '**Existing Draft Plat Application**', (see below). The page shows all draft applications for your organization.



Updating a Draft Application

Find the appropriate application on the '**Existing Draft Plat Application**' page, and click the '**Open**' link. This results the plat application screen opening: **Step 1: Enter Your Proposed Subdivision Plat Name**. The process is identical to those listed in this document's section Starting a New Plat Application. Simply view each of the screens and navigate between steps by clicking the '**Next**' and '**Previous**' buttons.

Deleting a Draft Application

To completely remove the application from Plat Tracker, click the '**Remove**' link for that application. Note, doing so will result in immediate removal of your application from Plat Tracker including all data and files.

Reviewing Submitted Plat Applications

Any user in the organization may view data for plats formally submitted by your organization. Select the menu option '**Plat Submittal/My Plat Applications**'. At the prompt, click the radio button, '**Go to All Applications**'. A new page will automatically open, '**All Submitted Plat Applications**', (see below). Here, you will see a list of your organization's plats. Simply click the '**Open**' link beside the plat of interest. The page labeled '**Plat Application**' will open allowing you to view application information, status, fee, and associated documents. For complete description of functionality of these pages, see the section '**Search Submitted Applications**' below.

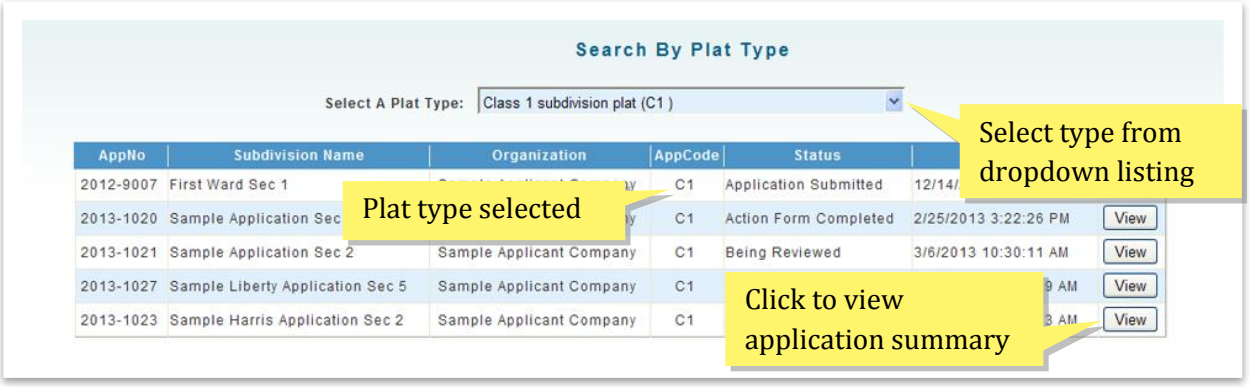
AppNo	Subdivision Name	Status	Submit Date	Organization	
2013-1024	Sample Fort Bend Application Sec 2	Awaiting Completeness	3/12/2013 10:36:39 AM	Sample Applicant Company	Open
2013-1025	Sample Montgomery Application Sec 3	Check-In Complete	3/12/2013 10:39:10 AM	Sample Applicant Company	Open
2013-1026	Sample Waller Application Sec 4	Awaiting Assignment	3/12/2013 10:41:43 AM	Sample Applicant Company	Open
2013-1027	Sample Liberty Application Sec 5	Being Reviewed	3/12/2013 10:44:29 AM	Sample Applicant Company	Open
2013-1023	Sample Harris Application Sec 1	Application Submitted	3/12/2013 10:33:13 AM	Sample Appl	Open

Search Submitted Applications

Here you may search and review any application that was created by your organization. Select the menu option '**Plat Submittal/Search Applications**'.

You will then be prompted to choose your preferred search method: by type, subdivision, planner, or status. (shown to the right) Click the appropriate radio button, and a page will open allowing you to further refine your search. For example purpose, the '**Search by Plat Type**' is shown below.

This page displays all applications for your organization regardless if they have been submitted, approved, draft, etc. You may narrow down the results by selecting a specific plat type from the dropdown list '**Search by Plat Type**', (see "**Search Criteria Lists**" items in this section.) To view the application details, click the '**View**' link to the left of that application.



Please note that the '**Search by Subdivision**' page has a text box for refining your search. Simply enter the first few letters of the '**Subdivision Name**' and click the '**Search**' button. Further limit your search results by typing more characters. The example below shows the result screen after searching for subdivision names beginning with "**far**".

Search Criteria Lists/Plat Status

Below are the search criteria terms used on the "**Search by ...**" pages. Plat status definitions can be found on the following page.

Select a Type	Select a Status
Class1 Subdivision Plat (C1) Class 2 Subdivision Plat (C2) Class 2 Subdivision Replat (C2R) Class 3 Subdivision Final Plat (C3F) Class 3 Subdivision Replat Public Hearing Notification (C3N) Class 3 Subdivision Preliminary Plat (C3P) Class 3 Subdivision Preliminary Replat (C3R) General Plan (GP) Street Dedication Plat (SP) Vacating Preliminary (VP) Vacating Final (VF)	Action Form Completed Application Submitted Awaiting Assignment Awaiting Completeness Being Reviewed Check-In Complete Deferred Draft Application Inactive Application Promoted To Agenda Updating Action Form

Select a Planner
List of current planners in the Department of Planning and Development

Subdivision Name
Enter the first few letter of the subdivision name into the box provided, and click the '**Go**' button.

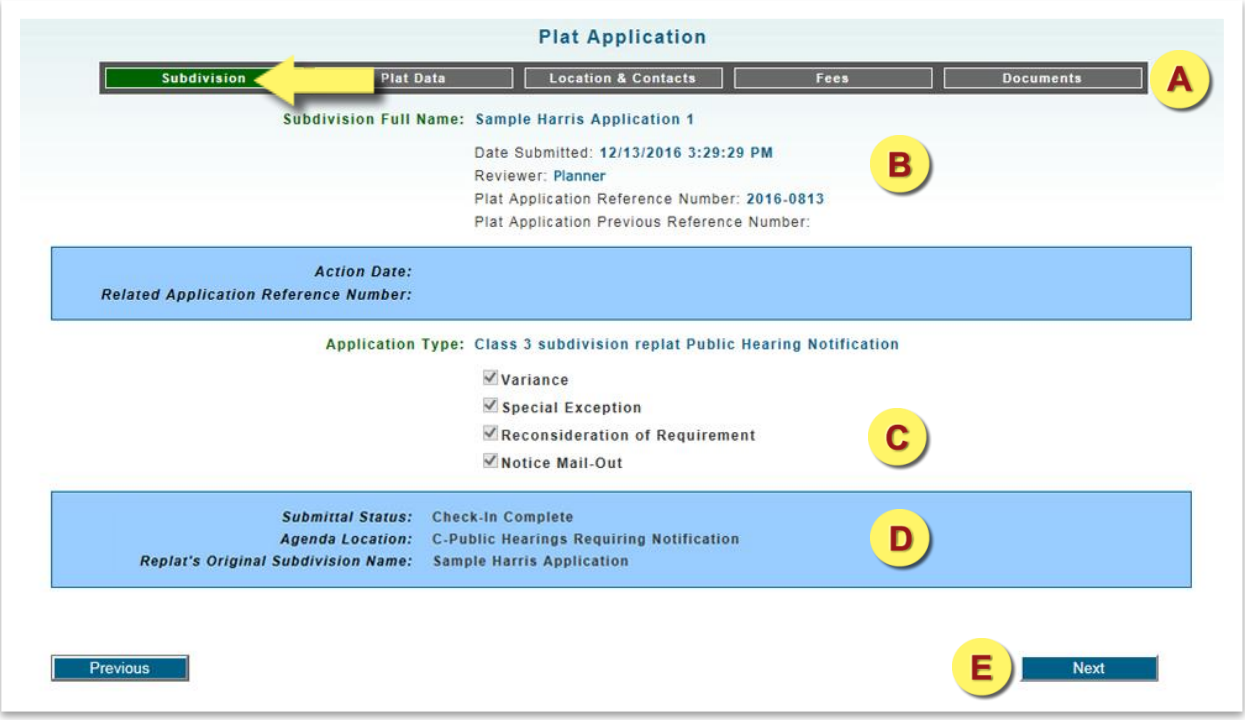
Plat Status	Definition
Action Form Completed	Planning Commission session has ended. The planner admin attaches the planning commission recommendation to the application: approved, disapproved, withdrawn, or deferred.
Application Submitted	Applicant has submitted the application to Plat Tracker. The application is awaiting check-in.
Awaiting Assignment	The application has been assigned/routed to the appropriate agency by the check-in planner. At this point, the application is waiting to be assigned a reviewer planner.
Awaiting Completeness	The application was viewed by the check-in planner. However, the application and/or documents did not meet Plat Tracker criteria or required documents are missing. The application remains active pending required changes.
Being Reviewed	Reviewing planner is assigned. Review is in process.
Check-In Complete	The application was reviewed by the check-in planner. All required documents are included and meet Plat Tracker criteria. The application is tentatively promoted to the agenda for the next planning commission cycle.
Draft Application	Application is in process by applicant. No action is taken by planners until the application is submitted.
Inactive Application	If an application is awaiting completeness over 30 days from the submitted date, the application becomes inactive. Any future action will require a new application.
Updating Action Form	The planning commission is scheduled to review the application.

Viewing the Applications

The '**Plat Application**' page format is shown below.

Subdivision Page

This page includes subdivision information including type and special requests, the plat application status, and reviewer/agency information.



A Navigation menu to specific portions of the application including: subdivision, plat data, location & contract, fees, and document.

B Master record for the plat application including the subdivision and section, date submitted (this is the date of the last change or submittal), reviewer, and reference numbers.

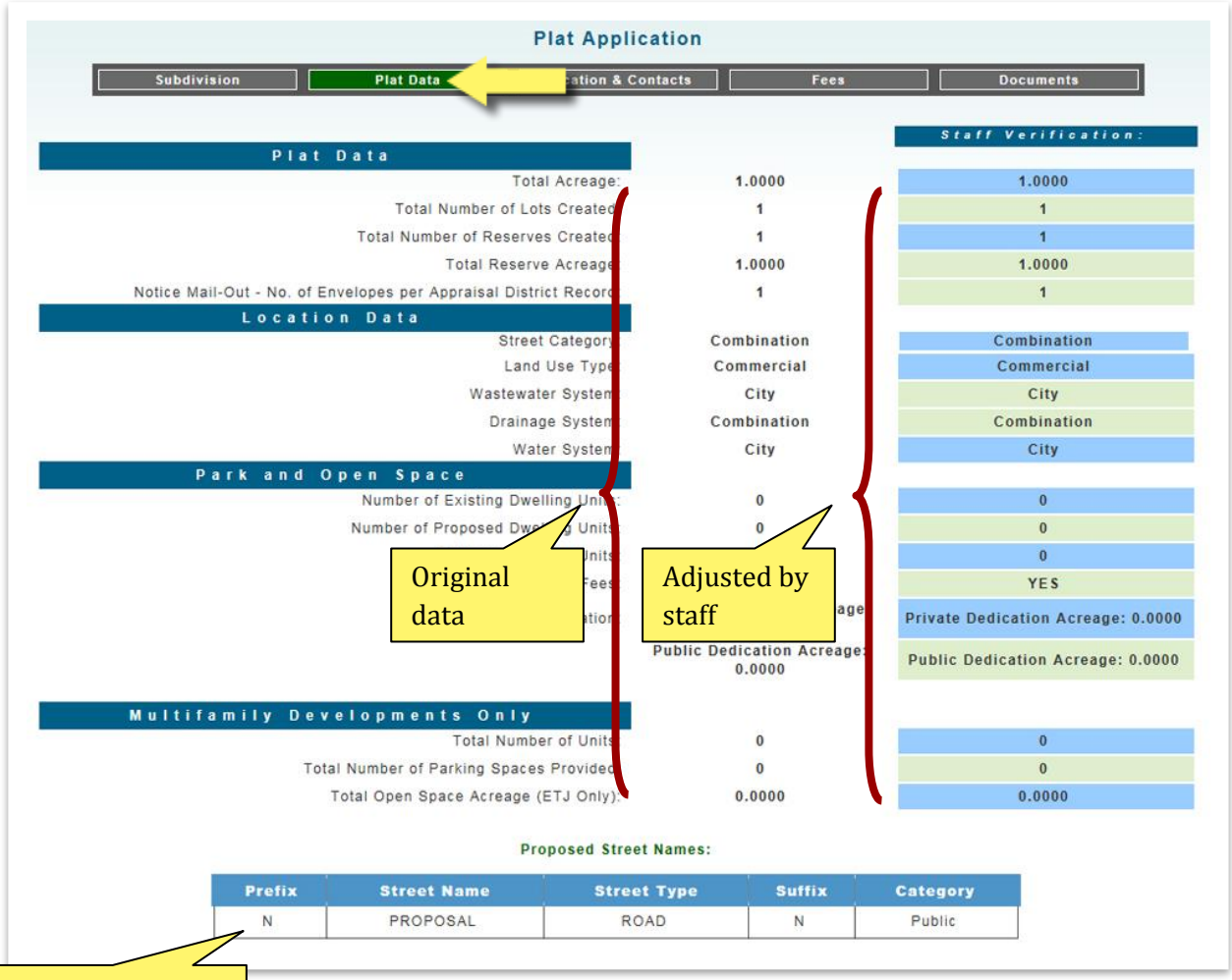
C Application type and special requests.

D Planner notes, status of the submittal, agenda location, and name of original subdivision (replat only).

E Navigation to next or previous page.

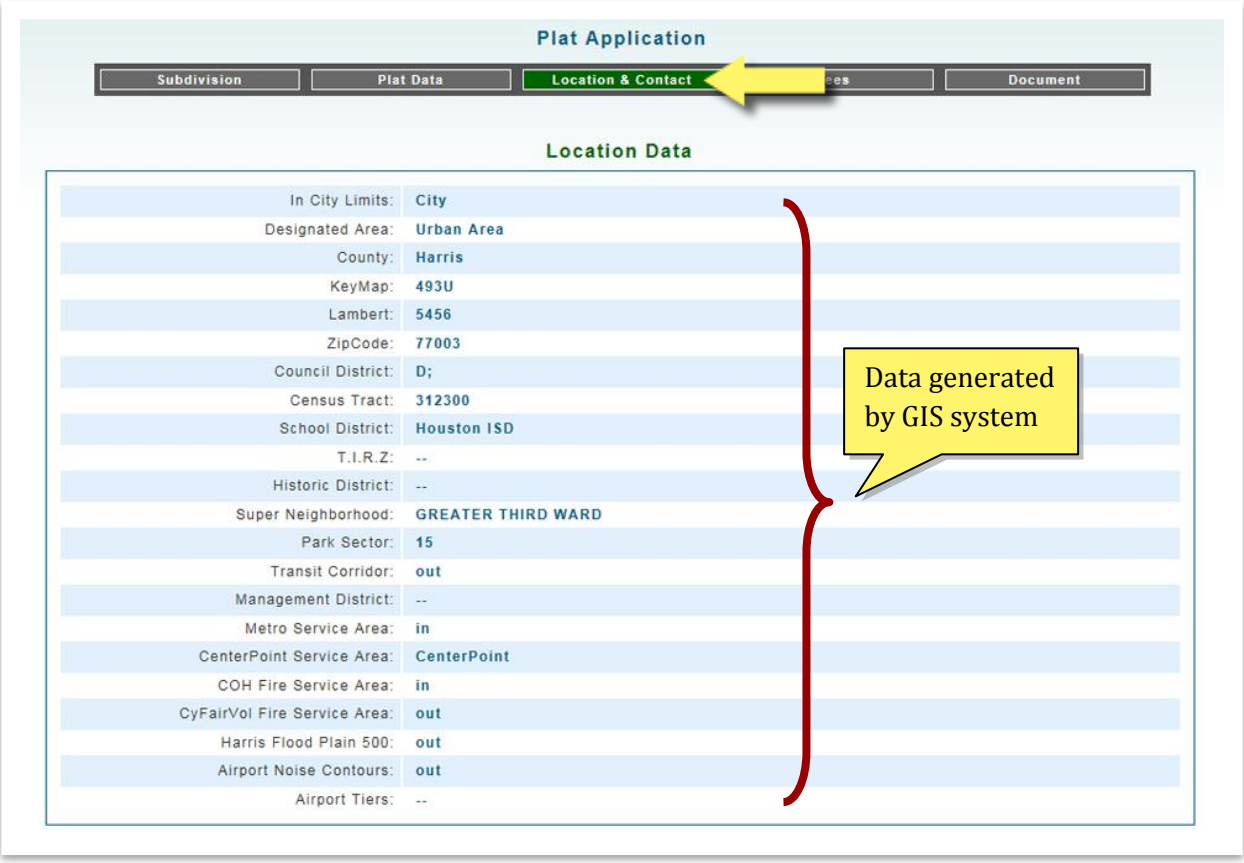
Plat Data Page

This page displays plat data including acreage, multifamily details (if any), location data, park dedication, and proposed street names. The original information entered for your organization is shown in the center column. All corrections made by the planner are displayed on the right.



Location and Contact Page

Data on this page is generated from plat's CAD drawing using the GIS system. The information displayed in this table is based on the polygon boundary as it interests other boundaries. See the following page for definitions and/or example entries for each.



Location Data

Each item in the location data table is limited to a single location regardless if the plat intersects multiple locations (zip codes, counties, etc). Only the primary location is listed.

In City Limits: Designated as **City** (Full) or **ETJ** (Limited)

Designated area: City name and/or location. Example: City of Houston, Urban Area, Suburb Area, etc.

County: Fort Bend, Harris, Liberty, Montgomery, or Waller

Key Map: Key map page and location. Example: 100A, 100B, etc.

Lambert: Rectangular/regular grid numbering system. Example: 3020, 3021, etc.

Zipcode: Primary zipcode for the property. Example: 77001, 77002, etc.

Council District: City Council District (A-K)

Census Tract: Census tract number. Example: 100000, 210000, etc.

School District: Alief ISD, Houston ISD, Magnolia ISD, Pasadena ISD, Spring ISD, etc.

TIRZ: Tax Increment Reinvestment Zones are special zones created by City Council to attract new investment to an area. Example: Eastside, Greenspoint, Market Square, Upper Kirby, Uptown, etc.

Historic District: Designated areas that preserve valuable historic resources help in boosting civic pride, economic prosperity and give residents as well as visitors a visible reminder of our significant culture and heritage. Example: Audubon Place, Avondale East, Boulevard Oaks, etc.

Super Neighborhood: Geographically designated area where residents, civic organizations, institutions and businesses work together to identify, plan, and set priorities to address the needs and concerns of their community. Example: Willowbrook, Greater Greenspoint, Carverdale, etc.

Park Sector: Park sector numbers are 0-21

MUD (County MUD): Municipal Utility Districts, example: Harris County MUD 120, Fort Bend County MUD 133, etc.

Transit Corridor: Coordinates of land designated for Houston's Light Rail system. Example: 115700000010. If located in the Transit Corridor area, the value of IN is displayed.

Management District: These districts are empowered to promote, develop, encourage and maintain employment, commerce, transportation, housing, tourism, recreation, arts, entertainment, economic development, safety and the public welfare. Example: Houston Downtown, Montrose, Spring Branch, Westchase, etc.

Metro Service Area: If located in the Houston Metropolitan area, the value of IN is displayed.

Electrical Utility: If located in the Center Point Service area, or Entergy Service area.

COH Fire Service Area: Fire station number designated for that property (1-105). Designate as IN is displayed.

CyFair Vol. Fire Service area: If located in the CyFair Vol. Fire Service area, the value of IN is displayed.

Harris Flood Plain 500: If located in the Harris Floodplain 500 area, the value of IN is displayed.

Airport Noise Contours: Typical departure and arrival corridors for aircraft. The configurations vary based on the prevailing wind conditions. If located in the Airport Noise Contours area, the value of IN is displayed.

Airport Tier: Example: Hobby Tier 1

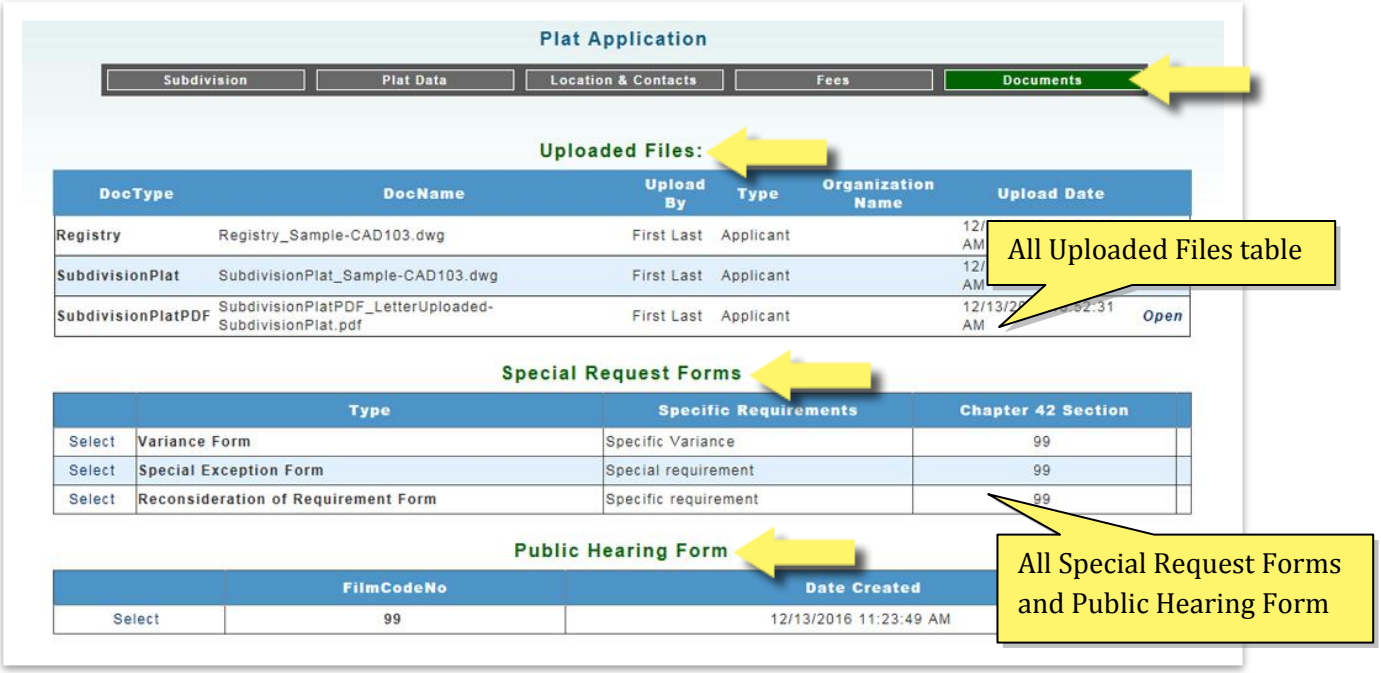
Fees

This page shows preliminary and confirmed fees. '**Estimated Amount Fees**' are those listed on the original draft and/or submitted application. '**Verified Amount ($) Fees**' are displayed after the planner reviewed the application. Any variance is shown here. The amounts below are samples and should not be considered as final as fees changes.

Fee Items	Estimated Amount ($)	Verified Amount ($)
Base Fee	0.00	0.00
Lot Fee	0.00	0.00
Reserve Fee	0.00	0.00
Variance + Admin Fee	386.22	386.22
Special Exception + Admin Fee	206.94	206.94
Reconsideration of Requirement + Admin Fee	146.28	146.28
Notice Mail-Out to Property Owners Fee	2.91	2.91
Title and Deed Review Fee	583.03	583.03
Admin Fee	27.66	27.66
Total	1353.04	1353.04

Document

A listing of all uploaded files associated with this particular application. The items displayed include file name, document type, date uploaded, and the person who uploaded the document. Below the first table are two other tables that displayed the **Special Request Forms** and **Public Hearing Form.**



Find a Subdivision Application Number

In order to submit a **Subdivision Name Change**, **Extension of Approval** and **Recordation**, applicants are required to provide an application number. There are two ways to find the appropriate application number:

1. **Search plats submitted by your organization**, and
2. **Search the subdivision database**

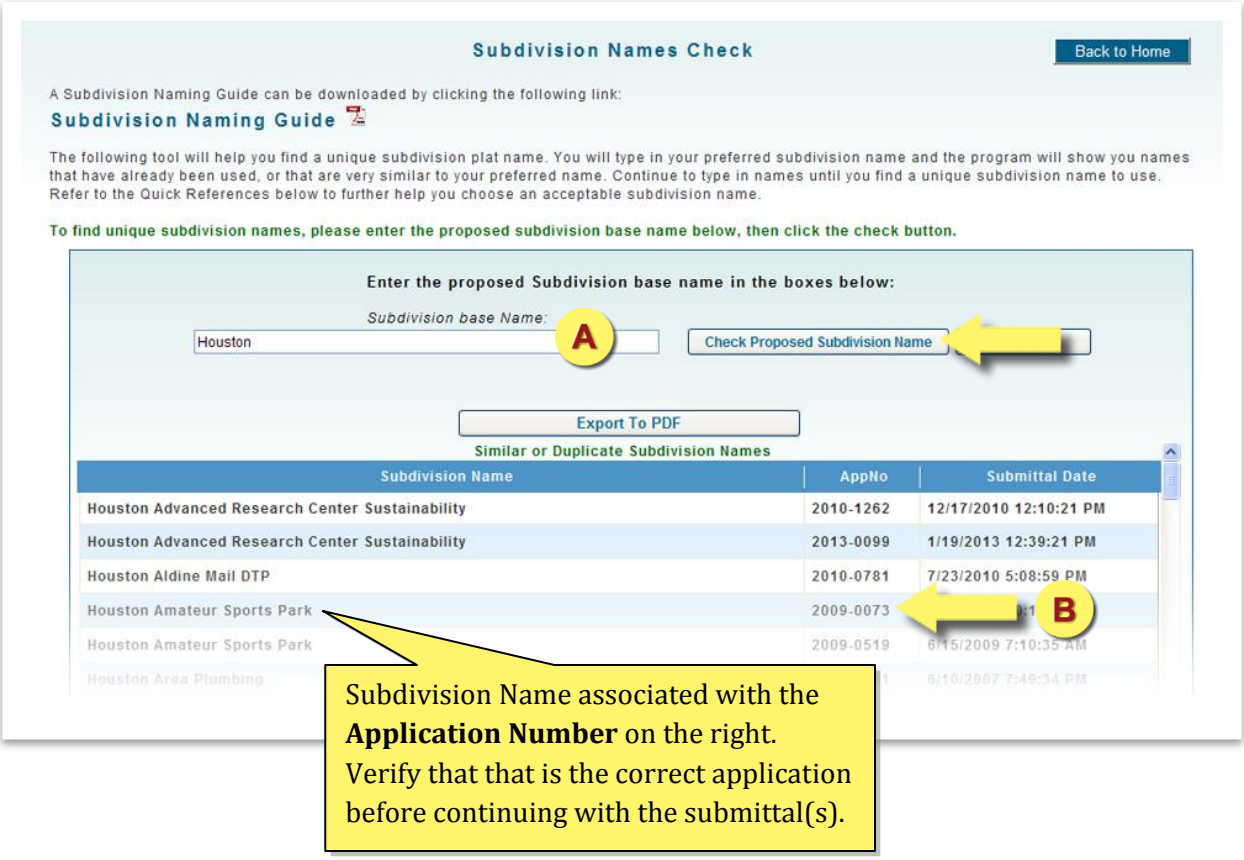
Any user in the organization may view data for plats formally submitted by your organization. Select the menu option '**Plat Submittal/My Plat Applications**'. At the prompt, click the radio button, '**Go to All Applications**'. A new page will automatically open, '**All Submitted Plat Applications**'. Here, you will see a list of your organization's plats. Simply click the 'Open' link beside the plat of interest. For more information go to, **Reviewing Submitted Plat Applications** (under, "**Go to All Applications**") in the earlier part of this **Plat Tracker Applicant User Guide** document (above).

If an application was formally submitted by another organization (and an **Application Number is not available**), you can follow the steps below or learn in the chapter **Subdivision Name Check** in the earlier part of this **Plat Tracker Applicant User Guide** document (above).

This tool is available to all Plat Tracker users as well as the general public. For access prior to login, open the Plat Tracker portal page, and click the link: '**Plat Tracker Public Links/Subdivision Name Check**'. If you have already logged into Plat Tracker, find the tool using menu option: '**Plat Submittal/Check Subdivision Name**'. Both methods open the '**Subdivision Names Check**' page where you may validate subdivision name(s) for duplication and uniqueness against the Plat Tracker database.

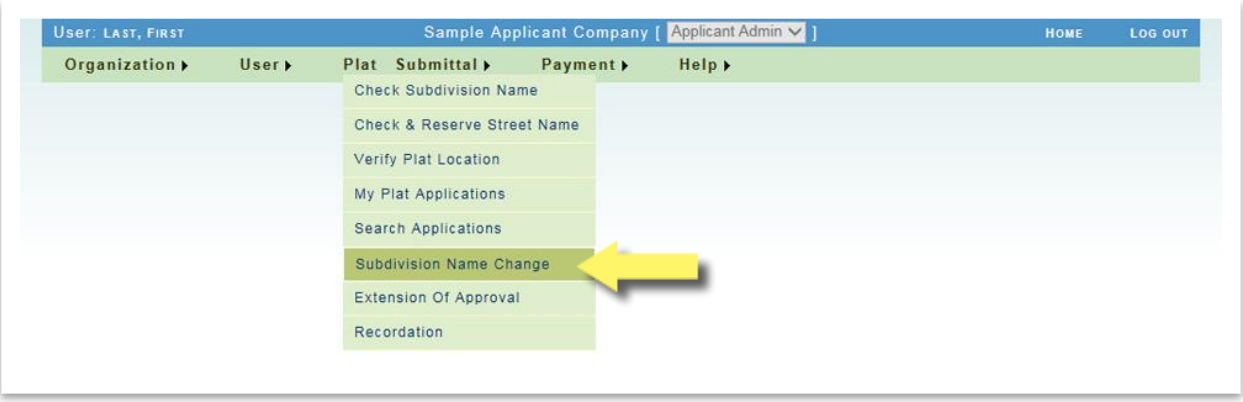
Check Subdivision Name is accessed via the menu option '**Plat Submittal/Check Subdivision Name**'.

Type a name or any part of the name into the '**Subdivision Base Name**' text field search box, see "**A**". Click the '**Check Proposed Subdivision Name**' button to display the results Similar or Duplicate Subdivision Names list. Note that the listing may be associated with a previous application and/or other organizations. In that case, verify that the subdivision is the correct one that you are looking for. The Application Number can be found in the column '**AppNo.**', see below, "**B**".

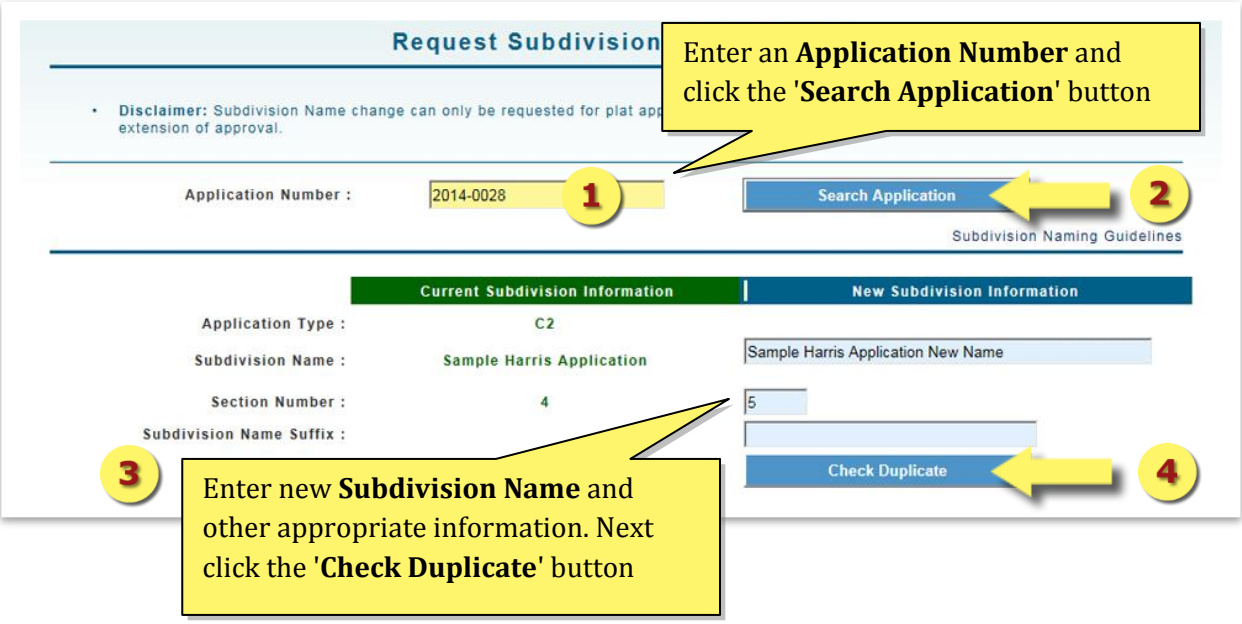


Subdivision Name Change

Subdivision Name Change submittal is accessed via the menu option '**Plat Submittal/Subdivision Name Change**'. In order to submit a **Subdivision Name Change**, applicants are required to provide an Application Number. Any user in the organization may view data for plats formally submitted by your organization. If one is not available, see '**Find a Subdivision Application Number**' just above this chapter to find out how.

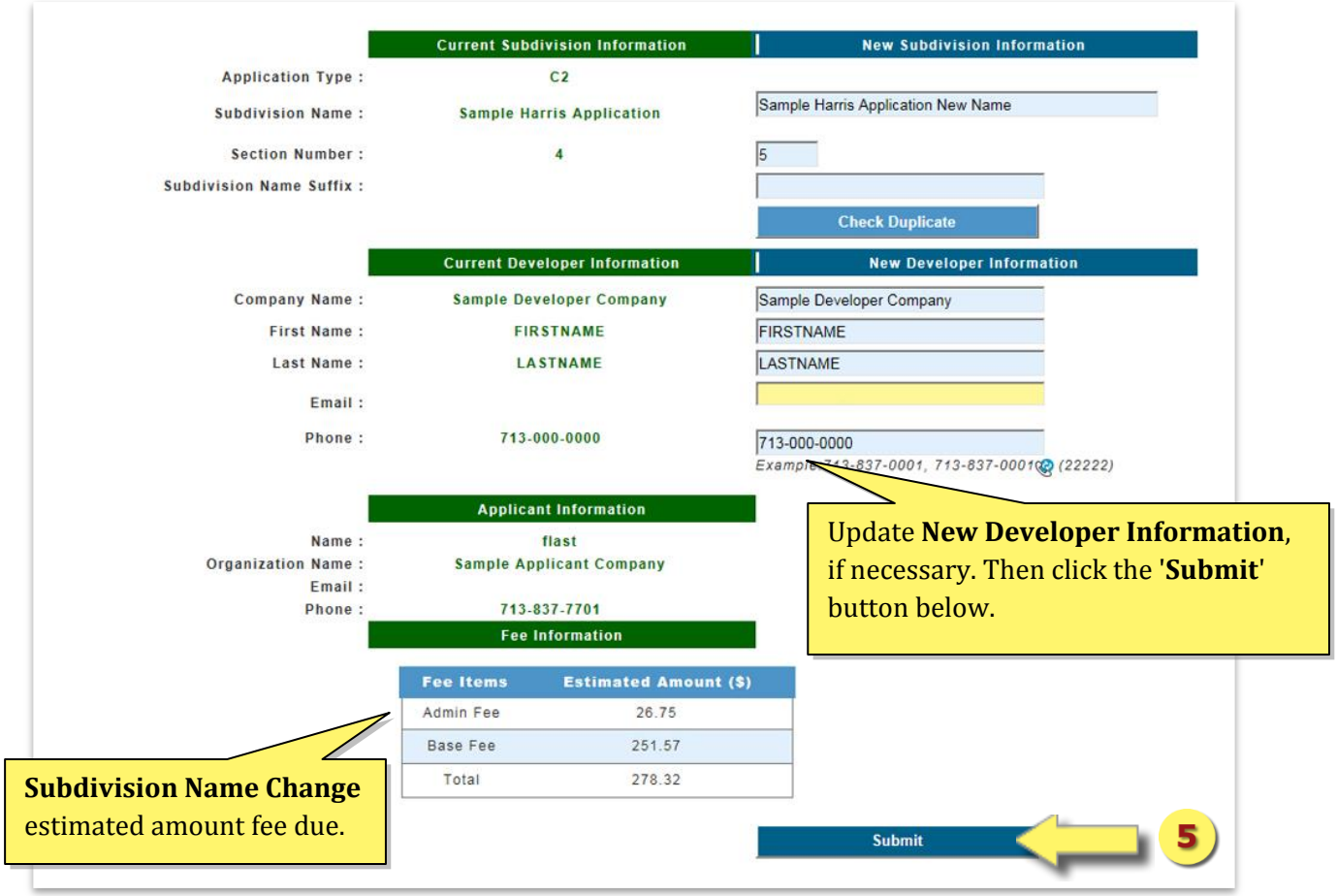


Subdivision Name Change can only be requested for a plat application within one (1) year after it is approved or within two (2) years with an extension of approval – without another **Subdivision Name Change** currently submitted. Search by entering an **Application Number** in the text box. Click the '**Search Application**' button when done.



When an **Application Number** results in a successful find, it displays a set of **Current Subdivision Info**. On the right side of the table, enter the **New Subdivision Name** and other appropriate information. Check for duplicates by clicking on the '**Check Duplicate**' button (see above).

If the process found no duplicates, the next table reveals more information about the application such as **Current Developer, Applicant Information** and **Fee Information**. In the blue section make the appropriate correction to the **Developer Information,** if necessary. Click the '**Submit**' button to submit the application.



Please proceed to the payment process.

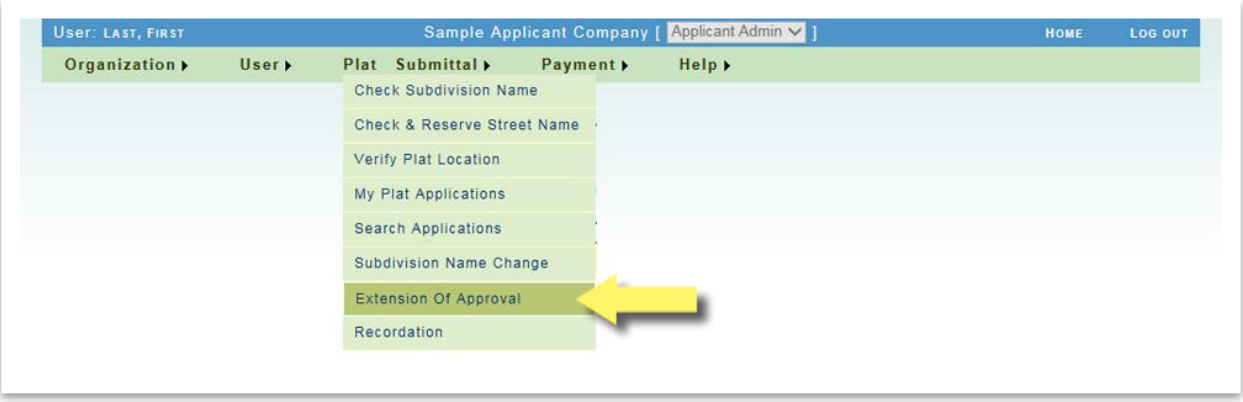
You can pay for this Subdivision Name Change now either by going back to the Subdivision Name Change page to '**Continue to pay now**' button (after the submittal) or by selecting **Payment History** from **Payment** menu item.

When the subdivision name change application has been submitted, the Development Services Division has received the application for the specified plat. Your application is deemed "Pending" while awaiting staff review of the request, including the successful payment of required name change fees.

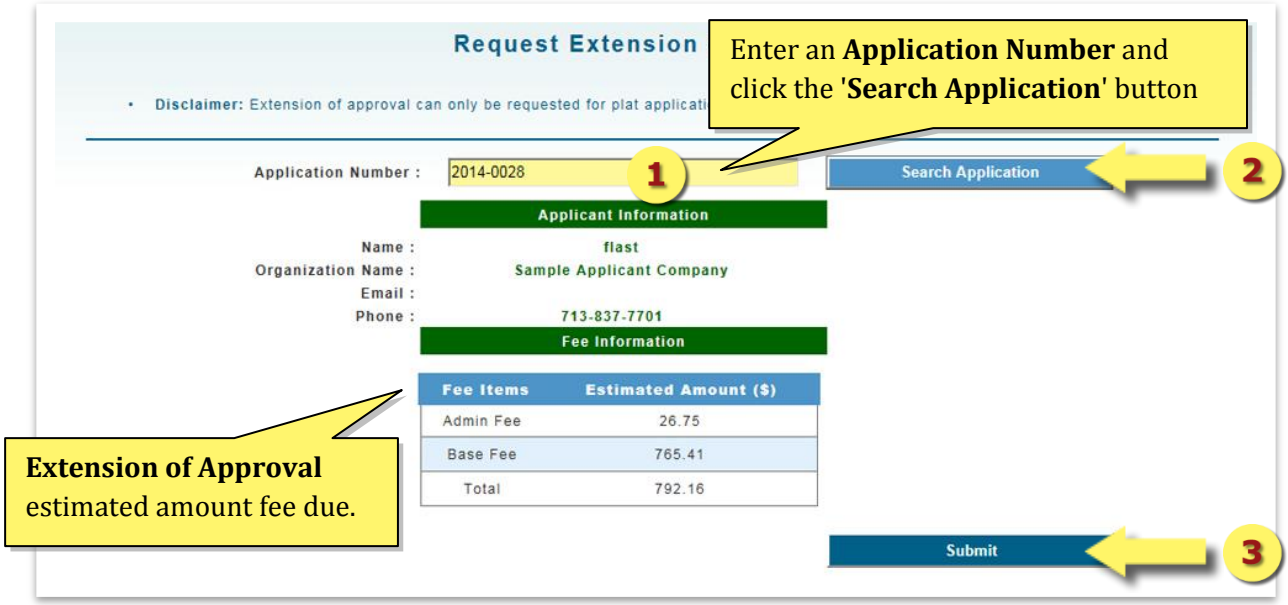
Extension of Approval

Extension of Approval submittal is accessed via the menu option '**Plat Submittal/Extension of Approval**'. In order to submit an **Extension of Approval**, applicants are required to provide an Application Number. Any user in the organization may view data for plats formally submitted by

your organization. If one is not available, see '**Find a Subdivision Application Number**' in the previous chapter to find out how.



Extension of Approval can only be requested for a plat application within one (1) year after it is approved. Search by entering an **Application Number** in the text box. Click the '**Search Application**' button when done.



When an **Application Number** results in a successful find, it displays two sets of tables -- the **Applicant Information** and **Fee Information** tables. Click the '**Submit**' button to submit the application.

Please proceed to the payment process.

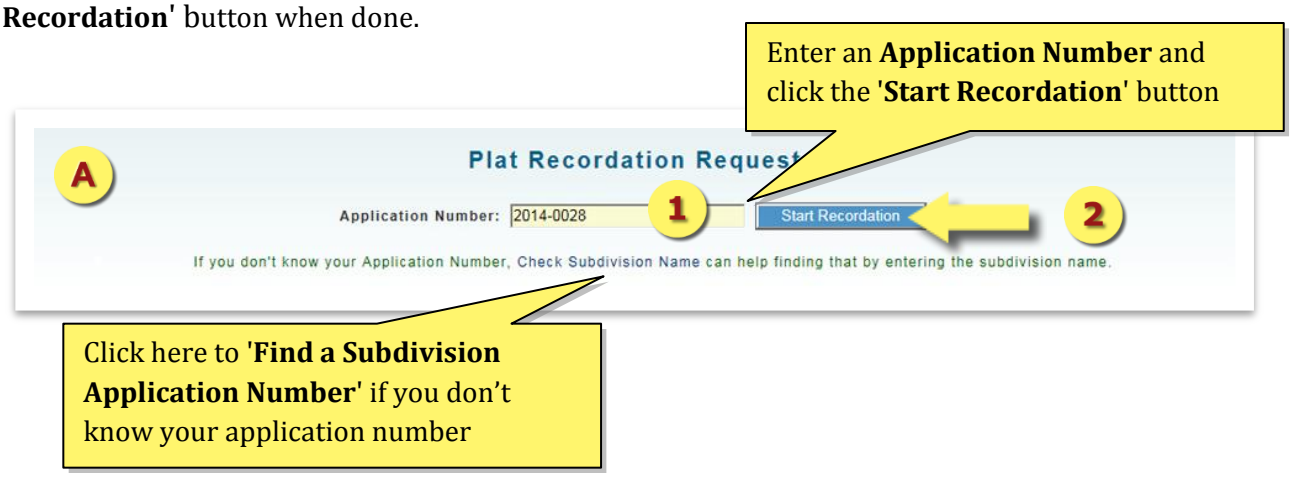
You can pay for this Extension of Approval now either by going back to the Extension of Approval page to '**Continue to pay now**' button (after the submittal) or by selecting **Payment History** from **Payment** menu item.

When the extension of approval application has been submitted, the Development Services Division has received the application for the specified plat. Your application is deemed "Pending" while awaiting staff review of the request, including the successful payment of required the extension of approval fees.

Recordation

Recordation submittal is accessed via the menu option '**Plat Submittal/Recordation**'. In order to submit a **Recordation**, applicants are required to provide an Application Number. Any user in the organization may view data for plats formally submitted by your organization. If one is not available, see '**Find a Subdivision Application Number**' just above this chapter to find out how.

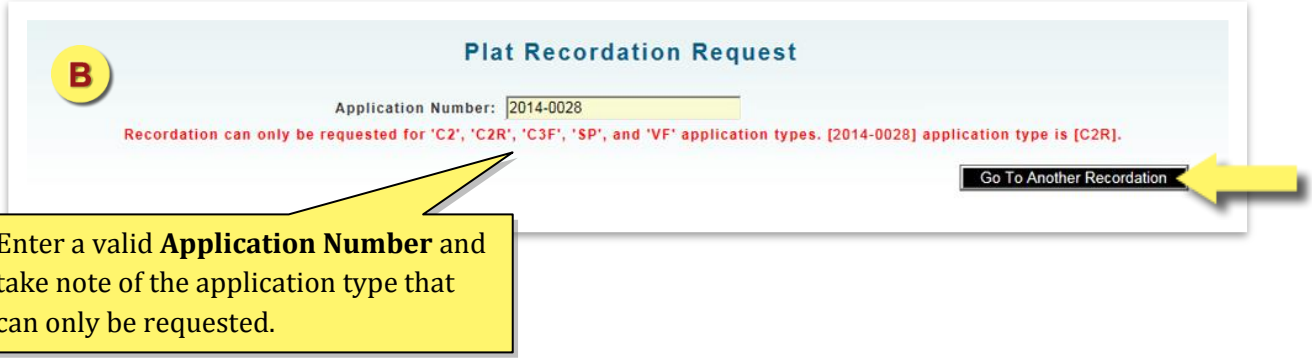
Search by entering an **Application Number** in the text box (see below). Click the '**Start Recordation**' button when done.



If a Recordation Request record is already established for a specific plat application by another organization or entity, Recordation submittal cannot be established. Please contact Plat Tracker administration if you find an error. A recordation submittal will not be processed if the associated plat application is not yet approved by the Planning Commission.

When an **Application Number** results in a successful find, it displays the options to upload several types of documents. Have the documents ready to be uploaded in the next steps.

Note: **Recordation cannot be requested for 'C1', 'C3N', 'C3P', 'C3R', 'GP', and 'VP' application types.**

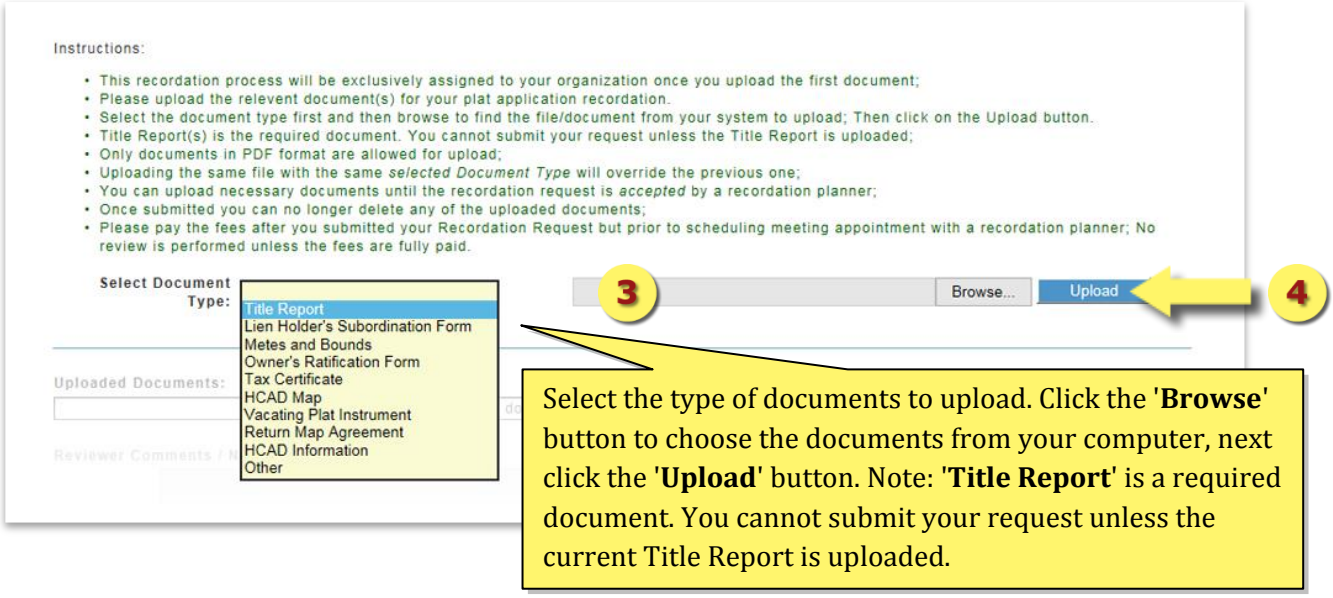


Enter a valid **Application Number** and take note of the application type that can only be requested.

If no application is found, click the '**Go To Another Recordation**' button, and start over again, see "**B**". If successful find, go to next steps to upload the documents.

Recordation Status indicator shows the **Recordation** in the processing stages.

Recordation Status changes to "**Draft**" when document(s) has been uploaded. "**Submitted**" when the recordation application has been submitted.



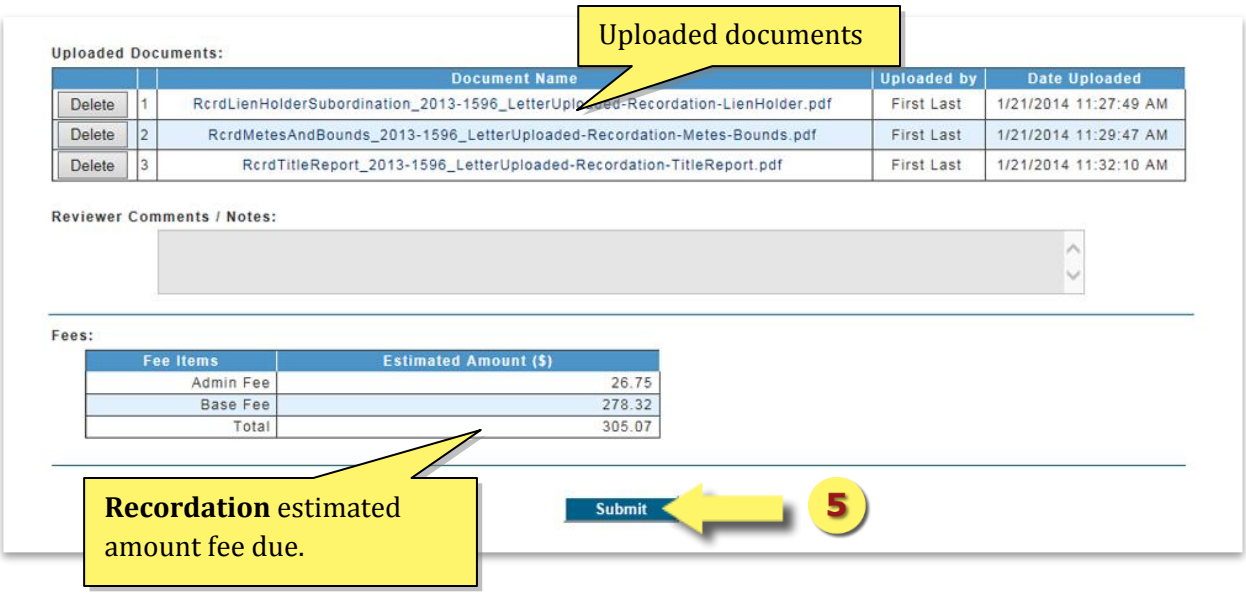
This recordation process will be exclusively assigned to your organization once you upload the first document. Please upload only the relevant document(s) for your plat application recordation.

The list of documents type that can be uploaded:

- Title Report, required
- Lien Holder's Subordination Form, if required
- Meters and Bounds, if required
- Owner's Ratification Form, if required
- Tax Certificates, if required
- HCAD Map, if required
- Vacating Plat Instrument
- Return Map Agreement, if required (not required for City and Harris county plats)
- HCAD Information, if required
- Others

Select the **Document Type** first from the dropdown menu list, and then browse to find the file/document from your computer to upload. Only documents in PDF format are allowed for upload. '**Title Report(s)**' is the most required document. You cannot submit your request unless the Title Report is uploaded.

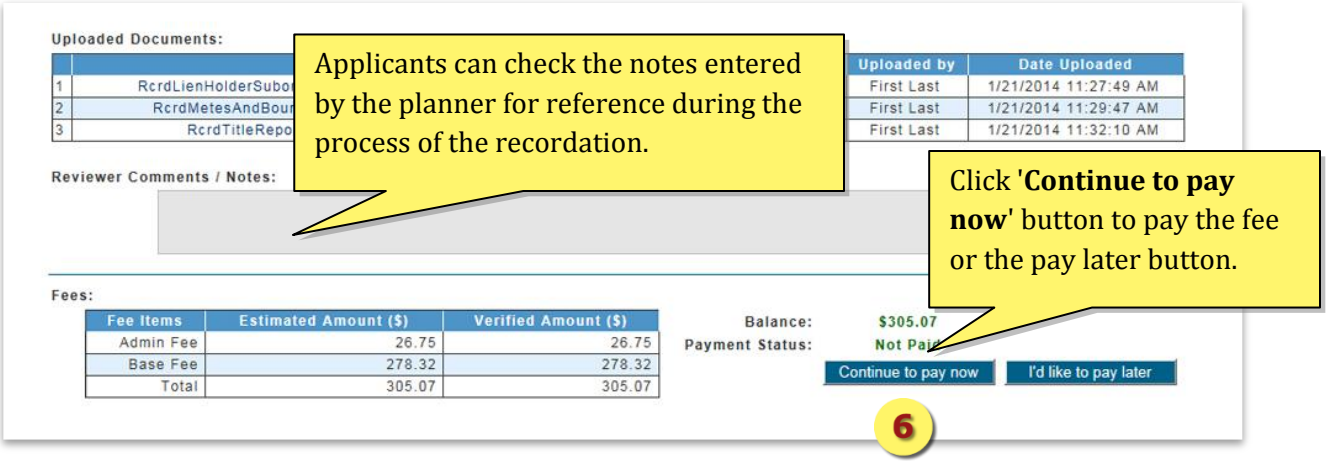
Then click on the '**Upload**' button. Uploading the same file with the same selected Document Type will override the previous one. You can upload necessary documents until the recordation request is accepted by a recordation planner.



When your specific type of document was uploaded successfully, click on the '**OK** ' button to go back to the Recordation Request page. Select the next **Document Type** to upload from the dropdown menu list, if needed.

After the '**Title Report**' has been successfully uploaded, the '**Submit**' button will appear.

Also, the Fees table will show the estimated fee for the Recordation Plat Submittal. Click the '**Submit**' button to submit the application (see above). Once submitted, you can no longer delete any of the uploaded documents.



You can pay for this Recordation Request now either by going back to the Recordation Request page to '**Continue to pay now**' button (after the submittal) or by selecting **Payment History** from **Payment** menu item.

Please pay the fees prior to scheduling a meeting appointment with recordation planner. No review is performed unless the fees are fully paid.

Applicants can log into Plat Tracker anytime to check the status of the recordation application and see notes entered by the planner for reference.

When the recordation application has been submitted, the Development Services Division has received your recordation application for the specified plat. Your application is deemed "Pending" while awaiting staff review of all the submitted documents, including the successful payment of required recordation fees.

You recordation includes an appointment with the planner. Please book a recordation appointment on **www.clickbook.net** (1 hour per plat), at least two (2) days in advance. Wait for an appointment confirmation email from the planner, one day before the meeting to ensure all the required documents are uploaded.

In order to cancel an application, call the recordation planner at least one (1) hour prior to the scheduled meeting time.

At the recordation appointment, you will meet with the planner and make any minor corrections, if needed. All required hard copies of the documents must be provided at this time. Once the recordation application is accepted during the meeting, it will be sent for signatures for recordation.

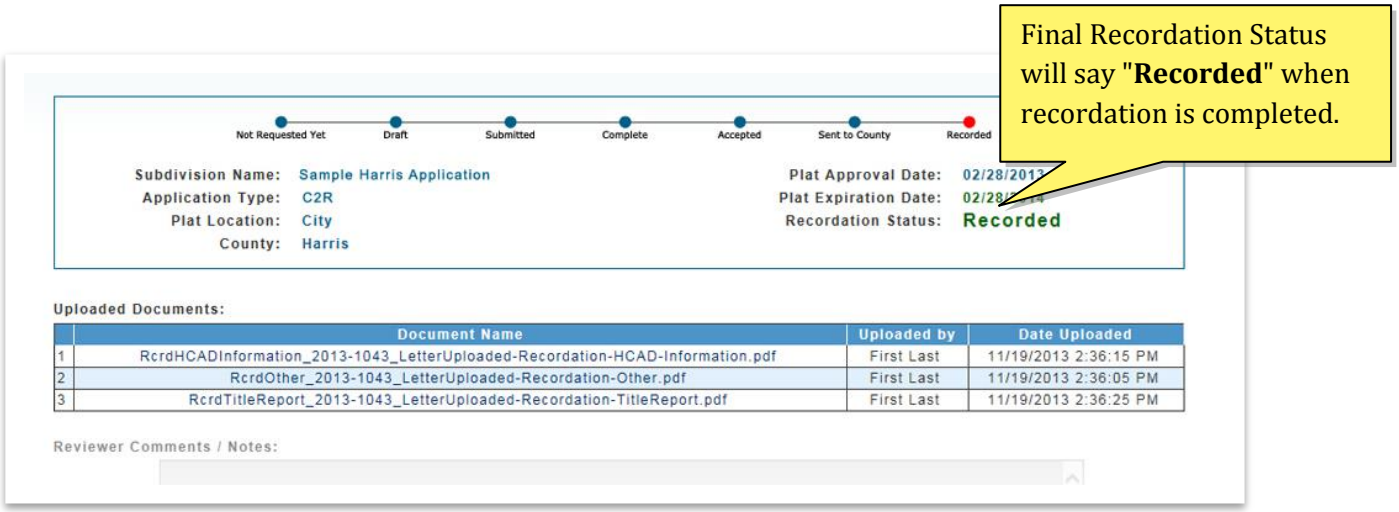
If an application requires additional information, it will be deemed "Incomplete" and will remain pending in the system. The "incomplete" email sent to the applicant will contain a list of delinquent items. All requested information must be provided and uploaded to Plat Tracker prior to the appointment, or the appointment will be forfeited. You may book a new appointment on **Clickbook** once the application is ready.

If you have any questions, please contact the planner with whom your appointment is scheduled.

The list of materials should be provided before or at the Recordation Appointment:

- Mylar with all required signatures
- Tax Certificates
- Easements Exhibit, if required
- Lien Holder's Subordination Form, if required
- Agency release letters, if required

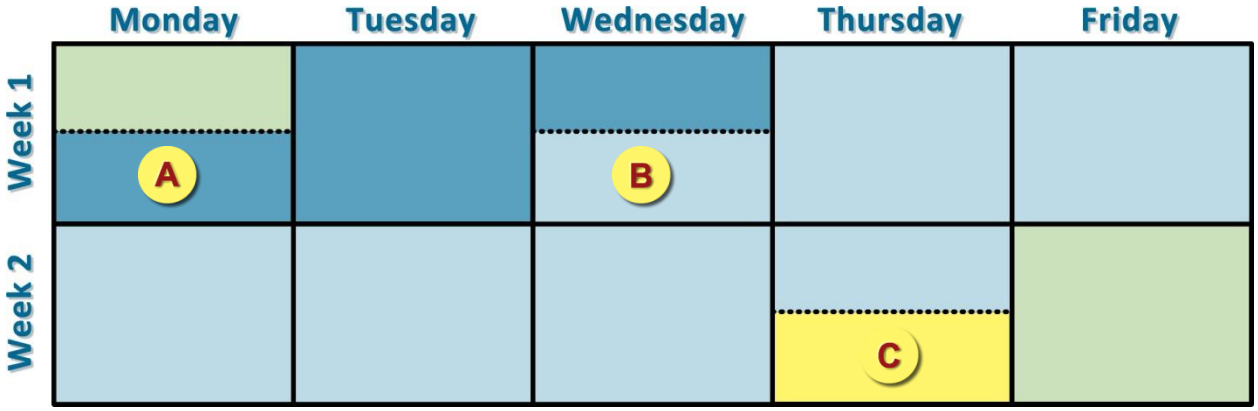
- Return map agreement, if required (not required for City and Harris county plats)



When Recordation Applications have been accepted, the mylar will be sent to the County Clerk or County Engineers Office. Once the mylar has been recorded and scanned, applicants will be notified by e-mail. The final **Recordation Status** should say "**Recorded**".

Plat Application Approval Timeline

The following graph represents the two week Planning Commission cycle.



Submittal Window

Friday 6:00 AM to Monday 11:00 AM: The application submittal window is open on the Friday Following Planning Commission until 11:00 AM on the following Monday. Applications are submitted through the Plat Tracker. Requirement may be found online or in Chapter 42, Div 2 application requirements.

A ***Submittal window closes at 11:00AM on Monday***

Deferral Window

Individuals with applications that were deferred during the previous planning commission cycle must provide the revised information to staff before noon on Wednesday following submittal. If any of the necessary information is not received, the staff will recommend disapproval of the application.

B ***Deferral window closes at noon on Wednesday***

Review Phase

The planning staff reviews the application for compliance and determines recommendation. Applicants should be prepared to provide additional information as requested. Revisions to applications that were deferred previously will not be accepted during this phase.

C ***Staff notifies applicant on their recommendation by the end of the day Wednesday***

Planning Commission

Planning Commission is held every other Thursday at 2:30PM in the Council Chambers of City Hall Annex (900 Bagby Street – Public Level).