



### **Plat recordation scheduling and submittal policy**

The purposes of the policy are to provide clarity to applicants by outlining the requirements for mylar submittal and the conditions for rescheduling recordation appointments. The goal is to efficiently manage and process mylars in a timely manner.

Planning and Development Department staff frequently receive requests to meet with applicants on multiple occasions for the same mylar due to errors, incomplete documentation/signatures, poor quality, or delays in mylar returns. Multiple meetings cause a ripple effect, a backlog and delay of the recordation schedule, which ultimately reduces the number of available appointments to be booked.

#### **Required documents & signatures**

Applicants are expected to bring all required documents and signed mylars for any recordation appointment. The list of required materials is available at [Subdivision Plat Recordation \(houstontx.gov\)](https://www.houstontx.gov/planning/plat-recordation).

If an applicant arrives to a recordation appointment without the required signatures, the meeting will be cancelled, and a new recordation appointment will be required.

#### **Fees**

Every new appointment requires a new recordation fee per the fee schedule. The applicant must contact the finance division at [planning.payments@houstontx.gov](mailto:planning.payments@houstontx.gov) and or (832.393.6632) to make the payment. Be sure to upload a copy of the receipt to Plat Tracker for the second review.

#### **Poor Quality**

Mylars are a final public record of the plat. To maintain mylar integrity, all mylars must remain legible.

A mylar may require reprinting and a new recordation appointment if markups from the final plat approval are not addressed.

Handwritten notes on the mylar are not permitted. Use of printed sticky-back notes must be limited.

If the mylar is not corrected after the second attempt, a new recordation appointment is required.

#### **Delay**

Revised title report, owners' ratification and lien holder documents must be provided no later than seven days of the initial review, or a new appointment is required

Recordation review must be finalized within 30 days of the initial recordation meeting, or a new appointment is required.

#### **Changes after the recordation review**

Any unrecorded mylars returned to planning staff by the county engineer's office or the county clerk's office must book a new appointment.