

CITY OF HOUSTON

PLANNING AND DEVELOPMENT

CLASS 1 AMENDING PLAT GUIDE

This is a guide only. Each amending plat may have special circumstances which are not anticipated by this guide. Please contact Sam Vacanti (713) 837-7767 or Dipti Mathur (713) 837-7970 for any questions you may have.

The City of Houston Planning Department administers the Amending Plat as described in Local Government Code 212.016. The code allows a surveyor to amend a plat to correct errors or remove lot lines on a plat which has been recorded with the appropriate county clerk. This "plat" shall be a subdivision which has been recorded in the map records or recorded in the deed records with an attached map.

The plat must be a legally recorded plat in order to be amended. All amending plats must have the owner(s) signature (and be notarized) and surveyor's signature and seal. For more information on the dedication language, please refer to Appendix L (included in this package).

This is an administrative process. The plat is given to the Recordation staff for review and recording. The plat fee is \$460 PLUS \$285 recording fee, totaling \$745. The plat is not to be submitted electronically or by courier. The plat does not go to the Planning Commission meeting. Amending Plats are administered by appointment. Appointments, questions and consultations will be with Sam Vacanti or Dipti Mathur.

An amending plat has two uses:

*Use 1: **To amend a scrivener's error.** Example of scrivener's errors are: incorrect distances, bearings, call-outs, misspellings, and misspelled street names. Renumbering lots or blocks labeled in error can be amended. Errors which can be proven to be typos or graphics can be amended.*

Changing street names, building lines or subdivision names is not an amending plat use. Lots can not be converted to reserves or vice versa through the amending plat process

*Use 2: **Moving or removing lot lines.** This action can not increase the number of lots in the subdivision. Lot numbers in a subdivision also may not increase. *Lot lines cannot be moved to include acreage or to increase the lot into area. The west half or east half of two lots can not be combined to create one lot (this would create a new or additional lot number which is not allowed).**

**CLASS 1 AMENDING PLAT CHECK LIST
(Recordation by Appointment)**

Appointments may be made by calling Abel Nwabuoku at (713) 837-7754 for a 45 minute submittal appointment. Appointments are made Monday through Friday from 7 am to 5 pm. Recordation package is available at <http://www.houstontx.gov/planning/forms/forms.htm>

Submit the following for class 1 plats:

- 1) *Standard Recordation Package (tax certificates, return map agreement, reproduction order form, agency letters if required).*
- 2) *Title report within 30 days.*
- 3) *Signed mylar.*
- 4) *Lien subordinations will be required only for plats outside Houston City Limits.*
- 5) *2 Hole PUNCH, HARD PRESS BROAD LEGAL SIZE FOLDER REQUIRED AT RECORDATION MEETING.*

Note: Please be aware that the plat may be sent to the legal department for review.

Appendix L

AMENDING PLAT CERTIFICATES TO BE PLACED ON FACE OF MYLAR.

I (name of surveyor), hereby certify that the following changes were necessary to eliminate errors which appear on the plat of (subdivision name), recorded on (month date, year), in Volume (number), Page (number), of the Harris County Map Records (or when applicable, film code number of the O. P. R. O. R. P of Harris County, Texas):

(Provide a detailed explanation of the changes to be made)

*(Surveyor's signature)
Print name*

Texas Registration No. (Number)

(Affix seal)

I (or we), (name (s) of owner(s)), of the property directly affected by this amending plat being lot(s) (numbers) out of block (s) (numbers) as indicated hereon, to hereby consent to this amending plat for the purposes herein expressed.

*(Owner's signature)
Print name*

APPROVED by the Houston Planning Commission this (number), day of (month), (year).

*By: (Chairman or Vice Chairman's signature)
Print name
Title Chairman or Vice Chairman*

*by: (Secretary's signature)
Print name
Secretary*

FURTHER, Owners hereby certify that this amending plat does not attempt to alter, amend, or remove any covenants or restrictions.

PLATS OUTSIDE CITY LIMITS WILL REQUIRE COUNTY CERTIFICATES

I, (print name), Clerk of the County of Harris County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on (month date), (year), at (time) o'clock, and duly recorded on (month date), (year), at (time) o'clock, and Film Code Number (number) of the Map Records of Harris County for said county.

Witness my hand and seal of office, at Houston, the day and date last above written.

(Clerk of county courts signature)

Print name

Clerk of the County Court
Harris County, Texas

By: (Deputy's signature)

Deputy