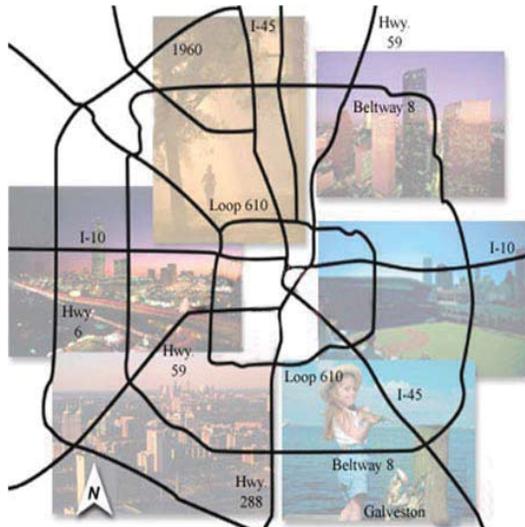
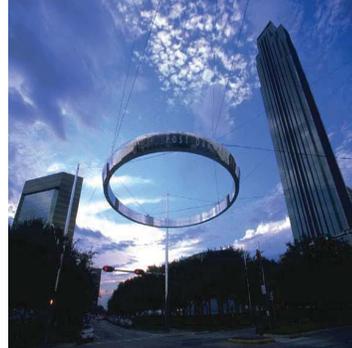




City of Houston Planning & Development Department INFORMATION & REFERENCE GUIDE

Class 1 - Amending Plat



www.houstonplanning.com

Last Updated, October 2015

CITY OF HOUSTON

PLANNING & DEVELOPMENT DEPARTMENT

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 one of the recordation planners at (832) 393-6600 or send an email to planning.amendingplats@houstontx.gov

The City of Houston Planning Department administers the Amending Plat as described in Local Government Code 212.016. [Local Government Code](#)

The code allows a surveyor to amend a plat to correct errors, move or remove lot lines on a plat which has been recorded with the appropriate county clerk. The amending plat cannot move or change a plat boundary line. 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 page 3 through 6.

This is an administrative process. The plat is reviewed by Recordation staff and recorded. For fee details go to [Fee Schedule](#). Fee can be paid in person at 611 Walker, 6th floor or by phone.

The plat is not to be submitted electronically or by courier. The plat does not go to the Planning Commission meeting. Amending Plat is reviewed and administered by appointment only. Appointments, questions and consultations will be handled by the recordation staff.

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.

Amending plat cannot be used to change street names, building lines or subdivision names and move, remove or change shared driveways and easements. Lots cannot 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 lines cannot be moved to include acreage and increase the lot area. The west half or east half of two lots cannot be combined to create one lot (this would create a new or additional lot number which is not allowed).

CLASS 1 AMENDING PLAT STEPS

STEP 1: Submit Package

Send an email to planning.amendingplats@houstontx.gov with the following information.

- 1) PDF of the mylar (without signatures is ok)
(Mylar should show the original plat and the proposed change)
- 2) Title report within 30 days
- 3) Copy of the original plat if required
- 4) Provide all deed restriction documents
- 5) If in ETJ coordinate with County for their comments
- 6) Proof of payment for review of class 1 plats (Class 1 plat fee + Admin fee)

Except for scrivener errors, all proposed amending plats will be sent to the legal department for review of deed restrictions.

Staff will review the application for compliance with Chapter 212, Chapter 42 and prevailing lot size and building line regulations.

Staff will notify via email when the review is complete.

Fee can be paid in person at 611 walker, 6th floor or by phone.

STEP 2: Make an Appointment

Make plat Recordation Appointment at www.clickbook.net

STEP 3: Recordation Appointment

Provide the following material at recordation appointment.

- 1) Mylar with all required signatures
- 2) Pay recordation fee (Recordation fee + Admin fee)
- 3) Title report within 30 days
- 4) Tax certificates
- 5) Lien subordination if required
- 6) Copy of original plat if required
- 7) Agency letters if required
- 8) Return map agreement if required (not required for City and Harris county plats)

AMENDING PLAT CERTIFICATES TO BE PLACED ON FACE OF MYLAR
EXECUTION OF OWNERS ACKNOWLEDGEMENT

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

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

CERTIFICATION FOR SURVEYOR

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)

CERTIFICATE FOR PLANNING COMMISSION

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

(Affix Planning Commission Seal)

HARRIS COUNTY CLERK CERTIFICATE OF FILING

I, **Stan Stanart** , County Clerk of Harris County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on , 20__, at ____o'clock __.M., and duly recorded on _____, 20__, at ____ o'clock .M., and at Film Code 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 court's signature)
Stan Stanart
County Clerk
Of Harris County, Texas

By: _____
Deputy

NOTE: PLATS OUTSIDE CITY LIMITS WILL REQUIRE COUNTY CERTIFICATES

LIENHOLDERS ACKNOWLEDGEMENT AND SUBORDINATION STATEMENT

(All plats that have a lien)

Be advised: 1) holders of all liens against the property being platted must execute the final plat or prepare separate instruments which shall be filed for record with the plat; and 2) all lien holder signatures shall be acknowledged by a Notary Public.

I (or we), (name of lien holder), owner and holder of a lien (or liens) against the property described in the plat known as (name of subdivision plat), said lien (or liens) being evidenced by instrument of record in the Clerk's File No. (number(s)) of the O.P.R.O.R.P. of (county name) County, Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said subdivision plat and I (or we) hereby confirm that I am (or we are) the present owner (or owners of said lien (or liens) and have not assigned the same nor any part thereof.

By: (Lienholder's signature)
Print name

NOTARY PUBLIC ACKNOWLEDGEMENT FOR ALL SIGNATURES

(Use for or all signatures that require notary)

STATE OF TEXAS
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared (name of person (s) signing the plat or instrument), (corporation titles if appropriate), known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed (add for corporations, "and in the capacity therein and herein stated, and as the act and deed of said corporation.")

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this (number) day of (month), (year)

(Notary Public's signature)
Notary Public in and for the State of Texas
Print Name

(Affix notary seal)
My Commission expires: (Date)

REFERENCE GUIDE: CLASS 1 AMENDING PLAT GUIDE

