

RECORDATION PACKAGE

1. SUBDIVISION NAME: _____

2. DATE DELIVERED: _____

3. APPLICANT'S CHECKLIST: (for a recordation package to be considered complete, all information below must be provided)

- A completed Recordation Package Form. (Bring 1 envelope for plats within the city limits and 2 envelopes for plats outside the city limits)
One mylar (film positive reproducible) of plat.
Plat must be plotted on the front of the Mylar
A copy of the final CPC 101 Approval Form.
Copy of final markup plat.
All requirements and conditions from the preliminary and final plat CPC 101 Form approvals have been complied with. Package includes all release letters required by other agencies identified on the CPC 101 Form.
All requirements and conditions from other departments or agencies have been complied with prior to submittal.
All tracings, signatures and seals are all original and in black ink.
Each signature has immediately under it the name and title of the individual signing are in legible lettering or typing.
All legal, license and registration seals are affixed and darkened in such manner as to be legible.
Current original title report is attached. For the title report to be current it must be less than 30 days old from the above date delivered.
Metes and Bounds description of property in the title report or prepared by a surveyor and sealed.
All required original tax certificates are attached. Tax certificates are for the last complete calendar year. Tax receipts and reports prepared by tax services will not be accepted.
Required tax certificates for plats outside the city limits are:
1) county,
2) school district, and
3) municipal utility district (if applicable).
Required tax certificates for plats inside the city limits are:
4) county and
5) school district.
Provide one original and a copy of all tax certificates and separate instruments
Submit Appraisal District map(s) with tax IDs to match tax certificates.
Completed Recorded Map Return Agreement Certificate is attached. (Appendix M)
Completed Recorded Plat Reproduction Order is attached.
Recordation plat fee - \$200
Any and all liens are subordinated to on the face of the plat, are by separate instrument or released. (Apdx. C)

4. CONTACTS:

Developer: _____ Contact: _____
Address: _____ Phone: _____ Fax: _____
City: _____ State: _____ Zip: _____
Owner: _____ Contact: _____
Address: _____ Phone: _____ Fax: _____
City: _____ State: _____ Zip: _____
Applicant: _____ Contact: _____
Address: _____ Phone: _____ Fax: _____
City: _____ State: _____ Zip: _____

5. COMPLETED RECORDATION PACKAGE

- Completed Recordation Package form
- One mylar (film positive reproducible) of plat
- Copy of final plat approval CPC 101 form
- Copy of release letters from other departments or agencies
- Current title report or update of title report
- Tax Certificates
- Completed Executed Recorded Map Return Agreement (Appendix M)
- Completed Recorded Plat Reproduction Order
- Lienholders releases or subordinations (Appendix C)

.....
(Date)

RECORDED MAP RETURN AGREEMENT CERTIFICATE

This is to certify that^(name)....., owner or authorized agent of the owner of land being platted or subdivided known as,^(subdivision name)....., approved by the Houston Planning Commission of the city of Houston, authorized^(name of County Clerk)..... County Clerk of^(name of county)..... County, or his (her) authorized Deputy to return the original recorded map or plat of said subdivision only to the Director of the City of Houston, Department of Planning and Development or to his (her) authorized employee, who shall file such original recorded map or plat in the permanent records of the Department of Planning and Development.

.....^(Signature).....
Director, Department of Planning
And Development, or
Authorized employee

.....^(Signature).....
Owner or authorized agent of
owner of land being subdivided

RECORDED PLAT REPRODUCTION ORDER FORM

REPRODUCTION COMPANY _____

CHARGED TO: Name - _____

Address and Phone Number - _____

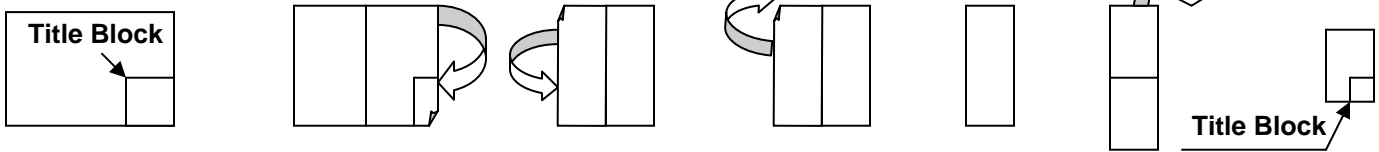
RETURN ORIGINAL TO: _____

Address and Phone Number
(if different from above) _____

NAME OF ORIGINAL: (Plat Name) _____

ALWAYS NEEDED FOR DELIVERY
(Maps need to be **FOLDED** except for map film positive)

Standard fold to include the title block display Example:



Projects inside the city limits

1 BLACK LINE

Deliver to: PLANNING AND DEVELOPMENT DEPT.
611 WALKER 6TH FLOOR ATTN: ___ Chris McPhilamy

**1 MATTE FILM POSITVE
(BLACKLINE-MYLAR)**

Deliver to: **PLANNING AND DEVELOPMENT DEPT.**
611 WALKER 6TH FLOOR ATTN: ___ Mark Moore

**1 BLUELINE or
(BLACKLINE)**

Deliver to: CENTERPOINT ENERGY 7TH FLOOR
1111 LOUISIANA ATTN: ___ Sandra Goodall

ADDITIONAL REPRODUCTION FOR PROJECTS OUTSIDE THE CITY LIMITS AND IN HARRIS COUNTY

Make This Addition ONLY if the block is checked

**1 BLUE LINE or
(BLACKLINE)**

Deliver to: HARRIS COUNTY PUBLIC INFRASTRUTURE DEPT.
10555 NORTHWEST FREEWAY, SUITE 146
ATTN: _____ Jorge Cedillo

Deliver to: DEVELOPER NAME: _____
ADDRESS: _____
PHONE NUMBER: _____

I hereby authorize the City of Houston to call the above reproduction company and will assume the responsibility to pay the reproduction costs directly to the reproduction company.

Authorizing Signature

Individual/ Company Name

Date

FOR ANSWERS TO QUESTIONS, PLEASE CALL (713) 837-7771 or (713) 837-7817

Web site: www.houstontx.gov/planning/forms/forms.htm