STEP 1: Submit Recordation application on Plat Tracker
   • For information regarding the detailed recordation submittal procedure, please refer to Plat Tracker Applicant User Guide Pg. 6-11.
   • For the list of required documents, please refer to Recordation forms section.
   • All documents must be in pdf format.
   • You will receive confirmation of your submission via automated email.

STEP 2: Pay the fee on Plat Tracker

STEP 3: Book an appointment
   • Staff will review ONE application per one-hour appointment.
   • Book plat Recordation Appointment at www.cohpddrecordation.timetap.com at least 2 days in advance.
   • You will receive confirmation of the appointment from TimeTap in an email.
   • Maximum of 3 consecutive appointments in one day.
   • If you arrive more than 15 minutes late, your appointment will be forfeited.
   • Person attending must be knowledgeable of the project and capable of making decisions and changes.

STEP 4: Recordation appointment
   Provide the following material at recordation appointment.
   • Mylar with all required signatures and seals.
   • Tax certificates
   • Easements Exhibit if required
   • Lien subordination if required
   • Owner’s ratification if required
   • Agency release letters if required
   • Return map agreement if required (not required for City and Harris county plats)

STEP 5: Recordation application is accepted

STEP 6: Mylar sent for Recordation

STEP 7: Recorded Mylar scanned

STEP 8: Pick-up Mylar
**STEP 1: Submit Recordation application on Plat Tracker**

**STEP 2: Pay fee on Plat Tracker for Recordation**

**STEP 3: Book an appointment**
Make a Recordation Appointment on www.cohpddrecordation.timetap.com

Submit required documents and have an appointment booked

Application is incomplete
Email sent to Applicant

**STEP 4: Recordation appointment**

Provide the following material at recordation appointment.
- Mylar with all required signatures
- Tax certificates
- Easements Exhibit if required
- Lien subordination if required
- Owner’s ratification if required
- Agency release letters if required
- Return map agreement if required (not required for City and Harris county plats)

**STEP 5: Recordation application is complete & accepted**
Mylar sent for signatures

**STEP 6: Mylar sent for Recordation**
to County Clerk or County

**STEP 7: Recorded Mylar is scanned**

**STEP 8: Pick-up Mylar**
Applicant notified by email