CITY OF HOUSTON
PLANNING & DEVELOPMENT DEPARTMENT

RECORDATION PROCESS- Effective February 7, 2014

STEP 1: Submit Recordation application on Plat Tracker
- 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
- Book plat Recordation Appointment at www.clickbook.net at least 2 days in advance.
- You will receive confirmation of the appointment from the planner via email within 24 hours.

STEP 4: Recordation appointment
Provide the following material at recordation appointment.
1) Mylar with all required signatures
2) Tax certificates
3) Easements Exhibit if required
4) Lien subordination if required
5) Agency release letters if required
6) 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
REFERENCE GUIDE: RECORDATION PROCESS

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.clickbook.net

STEP 4: Recordation appointment
Provide the following material at recordation appointment.
1) Mylar with all required signatures
2) Tax certificates
3) Easements Exhibit if required
4) Lien subordination if required
5) Agency release letters if required
6) Return map agreement if required (not required for City and Harris county plats)

STEP 5: Recordation application 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