CITY OF HOUSTON
PLANNING & DEVELOPMENT DEPARTMENT

RECORDATION PROCESS- Effective November, 2015

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 recordation documents, please refer to Recordation Document Checklist.
- 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.clickbook.net at least 2 days in advance.
- You will receive confirmation of the appointment from the planner via email within 24 hours.
- 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.

1) Mylar with all required signatures and seals.
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
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
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.
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 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