

**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](http://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**

## REFERENCE GUIDE: RECORDATION PROCESS

