

Recordation Review Check List

CPC

- Date, Plat Name, Plat Type (C2, C2R, C3F, STD)

CITY/COUNTY

- City County

TITLE

- Effective date (no older than 30 days)
- Acreage & Legal description (Match title block, title report, first paragraph)
- Title Block (have Abstract & Survey info.)
- Vested Owners
- Liens (Description and record info or "none of record")
- Any & all Easements ("None of Record" if None)
- Metes & Bounds (For acreage tracts or replats of acreage)
- Add Contact info. to Mylar (Contact person & telephone)
- Signature of Title Co. Representative

FIRST PARAGRAPH

- Vested Owners & Title(s)
- Acreage (Must match acreage on title block & title report)
- Plat Name (Must match title block & PC paragraph)

LANGUAGE

- All Appropriate Paragraphs (City or County)
- Harris County Reqs (HC Eng. & Road Law)
- Mont., Ft. Bend, Waller, Liberty – Check Language Reqs.
- Replat Paragraph (if applicable) Long or short for PHs
- Private Street Paragraph (if applicable)

TESTIMONY

- "Witness My Hand" (Individuals) Or "In Testimony" (group)
- Check for correct Group Names
- Name & Title Of Individuals Signing Plat
- Date Filled In
- Print name & Title for all Signatures

NOTARY

- All Signatures Must be Notarized
- Make Sure Date is Filled in & match testimony date
- Notary Print Name & Seal

CERTIFICATES

- Surveyor – seal & signature
- Houston PC- Subd. Name, Date, Commissioners Print Names & Titles
- Flood Control & Harris County Engineer (if applicable)
- Harris County Commissioners Paragraph (if applicable)
- County Clerk – Dates & Film Code

COMMON NOTES ON FACE OF PLAT

General

- Single family Note
- Building Line Note (for all plats, except STD plats)
- NAD 83 Notes & Scale Factor (for all plats)
- Dual Building Line Note
- One foot reserve Note
- Visibility Triangle Note
- Center Point Note
- 18' Min Paving Section Note
- Solid Waste Collection Note

Type 2 Permanent Access Easement

- PAE/PVT Maintenance Note for 28' St
- Private Water System Note

Shared Driveway

- Each lot restricted to SF
- Vehicular access by shared driveway only (specify lots & block), ^ Entrance
- Setback 4', garage parallel to driveway.
- 8' Fence
- No maintenance note

TABLES & RELATED NOTES

Parking

- Additional Parking Table

10' -17' Building Line

- Lot # & Block # restricted to SF
- 10' principle structure 17' garage
- Typical Lot Layout Graph & Ref
- Overhang of up to 7'

Density Table

- Percentage not to exceed 60%
- Density not to exceed 27 U/A
- 150sf permeable space /lot
- Wastewater collection

COS

- 1) Owner use 2) If OSAP, OSA Plan & Note 3) Lot size table

Parks Table

- Park notes
- Park sector number
- Percentage(100%) fee in lieu of dedication
- Current fee in lieu to (no. of units)

Transit Corridor

- Transit Corridor notes
- Transit Corridor diagram

Note: This is not an exhaustive list. Applications could be incomplete for reasons not listed above.