Subdivision Plat Submittal and Approval Process

Note: Plat applications may require two approvals- a preliminary and a final. Also, Planning Commission may defer action on applications to the next 14 day cycle.

	Friday - Monday	Wednesday	Friday	Wednesday	Thursday	Friday
Create Draft Application	Day 1-4	Day 5	Day 7	Day 13	Day 14	Action Agenda posted
Log onto Plat Tracker- the online plat submittal program to create a draft application. (anytime) www. houstonplattracker org See user guide for more information.	Submit Application Platapplications are accepted every two weeks beginning at 6 a.m. Friday morning and ending at 11 a.m. Monday morning. 2016 Planning Commission Meeting Dates	Completeness notification available on Plat Tracker Watch for an email with the status of your application OR log on to Plat Tracker to find the status.	Draft Agenda posted Planning Commission draft agenda available in PDF or spreadsheet format on www. hous tonplattracker .org	Staff recommendation available on Plat Tracker	Final Agenda posted at 1:00 p.m. Planning Commission meeting 2:30 p.m.	Planning Commission Action Agenda available in pdf format on the plat tracker web page, OR log onto your account to find the status of your application.
	STAFF reviews applications for submittal requirements (completeness)	Staff begins review of plat applications and continues through Day 13.				