

Find a Subdivision Application Number

In order to submit a **Subdivision Name Change, Extension of Approval** and **Recordation**, applicants are required to provide an application number. There are two ways to find the appropriate application number:

1. **Search plats submitted by your organization**, and
2. **Search the subdivision database**

Any user in the organization may view data for plats formally submitted by your organization. Select the menu option '**Plat Submittal/My Plat Applications**'. At the prompt, click the radio button, '**Go to All Applications**'. A new page will automatically open, '**All Submitted Plat Applications**'. Here, you will see a list of your organization's plats. Simply click the 'Open' link beside the plat of interest. For more information go to, **Reviewing Submitted Plat Applications** (under, "**Go to All Applications**") in the earlier part of this **Plat Tracker Applicant User Guide** document (above).

If an application was formally submitted by another organization (and an **Application Number is not available**), you can follow the steps below or learn in the chapter **Subdivision Name Check** in the earlier part of this **Plat Tracker Applicant User Guide** document (above).

This tool is available to all Plat Tracker users as well as the general public. For access prior to login, open the Plat Tracker portal page, and click the link: '**Plat Tracker Public Links/Subdivision Name Check**'. If you have already logged into Plat Tracker, find the tool using menu option: '**Plat Submittal/Check Subdivision Name**'. Both methods open the '**Subdivision Names Check**' page where you may validate subdivision name(s) for duplication and uniqueness against the Plat Tracker database.



Check Subdivision Name is accessed via the menu option '**Plat Submittal/Check Subdivision Name**'.

Type a name or any part of the name into the '**Subdivision Base Name**' text field search box, see "A". Click the '**Check Proposed Subdivision Name**' button to display the results Similar or Duplicate Subdivision Names list. Note that the listing may be associated with a previous



application and/or other organizations. In that case, verify that the subdivision is the correct one that you are looking for. The Application Number can be found in the column 'AppNo.', see below, "B".

Subdivision Names Check [Back to Home](#)

A Subdivision Naming Guide can be downloaded by clicking the following link:
[Subdivision Naming Guide](#)

The following tool will help you find a unique subdivision plat name. You will type in your preferred subdivision name and the program will show you names that have already been used, or that are very similar to your preferred name. Continue to type in names until you find a unique subdivision name to use. Refer to the Quick References below to further help you choose an acceptable subdivision name.

To find unique subdivision names, please enter the proposed subdivision base name below, then click the check button.

Enter the proposed Subdivision base name in the boxes below:

Subdivision base Name: **A**

Similar or Duplicate Subdivision Names

Subdivision Name	AppNo	Submittal Date
Houston Advanced Research Center Sustainability	2010-1262	12/17/2010 12:10:21 PM
Houston Advanced Research Center Sustainability	2013-0099	1/19/2013 12:39:21 PM
Houston Aldine Mail DTP	2010-0781	7/23/2010 5:08:59 PM
Houston Amateur Sports Park	2009-0073	6/15/2009 7:10:35 AM
Houston Amateur Sports Park	2009-0519	6/10/2007 7:49:34 PM
Houston Area Plumbing		

B

Subdivision Name associated with the **Application Number** on the right. Verify that that is the correct application before continuing with the submittal(s).

Subdivision Name Change

Subdivision Name Change submittal is accessed via the menu option '**Plat Submittal/Subdivision Name Change**'. In order to submit a **Subdivision Name Change**, applicants are required to provide an Application Number. Any user in the organization may view data for plats formally submitted by your organization. If one is not available, see '**Find a Subdivision Application Number**' just above this chapter to find out how.



The screenshot shows the top navigation bar with 'User: LAST, FIRST', 'Sample Applicant Company [Applicant Admin]', and 'HOME LOG OUT'. Below this is a main menu with 'Organization', 'User', 'Plat', 'Submittal', 'Payment', and 'Help'. The 'Plat' dropdown menu is open, showing options: 'Check Subdivision Name', 'Check & Reserve Street Name', 'Verify Plat Location', 'My Plat Applications', 'Search Applications', 'Subdivision Name Change' (highlighted with a yellow arrow), 'Extension Of Approval', and 'Recordation'.

Subdivision Name Change can only be requested for a plat application within one (1) year after it is approved or within two (2) years with an extension of approval -- with no **Recordation** and another **Subdivision Name Change** currently submitted. Search by entering an **Application Number** in the text box. Click the '**Search Application**' button when done.

The screenshot shows the 'Request Subdivision' form. At the top, a disclaimer states: 'Disclaimer: Subdivision Name change can only be requested for plat app extension of approval.' Below this is a form with 'Application Number' (2014-0028) and a 'Search Application' button. A yellow callout box with a red '1' points to the 'Application Number' field, and a yellow callout box with a red '2' points to the 'Search Application' button. Below the search section is a table with two columns: 'Current Subdivision Information' and 'New Subdivision Information'. The 'Current Subdivision Information' column contains 'Application Type: C2', 'Subdivision Name: Sample Harris Application', 'Section Number: 4', and 'Subdivision Name Suffix:'. The 'New Subdivision Information' column contains 'Sample Harris Application New Name' and a 'Check Duplicate' button. A yellow callout box with a red '3' points to the 'Subdivision Name' field, and a yellow callout box with a red '4' points to the 'Check Duplicate' button. A yellow callout box with a red '2' also points to the 'Search Application' button.

When an **Application Number** results in a successful find, it displays a set of **Current Subdivision Info**. On the right side of the table, enter the **New Subdivision Name** and other appropriate information. Check for duplicates by clicking on the '**Check Duplicate**' button (see above).

If the process found no duplicates, the next table reveals more information about the application such as **Current Developer**, **Applicant Information** and **Fee Information**. In the blue section make the appropriate correction to the **Developer Information**, if necessary. Click the '**Submit**' button to submit the application.



Current Subdivision Information		New Subdivision Information
Application Type :	C2	
Subdivision Name :	Sample Harris Application	Sample Harris Application New Name
Section Number :	4	5
Subdivision Name Suffix :		
		<input type="button" value="Check Duplicate"/>

Current Developer Information		New Developer Information
Company Name :	Sample Developer Company	Sample Developer Company
First Name :	FIRSTNAME	FIRSTNAME
Last Name :	LASTNAME	LASTNAME
Email :		
Phone :	713-000-0000	713-000-0000
		<small>Example: 713-837-0001, 713-837-0001 (22222)</small>

Applicant Information	
Name :	flast
Organization Name :	Sample Applicant Company
Email :	
Phone :	713-837-7701

Fee Information	
Fee Items	Estimated Amount (\$)
Admin Fee	26.75
Base Fee	251.57
Total	278.32

Subdivision Name Change
 estimated amount fee due.

5

Update New Developer Information, if necessary. Then click the 'Submit' button below.

Please proceed to the payment process.

You can pay for this Subdivision Name Change now either by going back to the Subdivision Name Change page to '**Continue to pay now**' button (after the submittal) or by selecting **Payment History** from **Payment** menu item.

When the subdivision name change application has been submitted, the Development Services Division has received the application for the specified plat. Your application is deemed "Pending" while awaiting staff review of the request, including the successful payment of required name change fees.

Extension of Approval

Extension of Approval submittal is accessed via the menu option '**Plat Submittal/Extension of Approval**'. In order to submit an **Extension of Approval**, applicants are required to provide an Application Number. Any user in the organization may view data for plats formally submitted by



your organization. If one is not available, see 'Find a Subdivision Application Number' in the previous chapter to find out how.



Extension of Approval can only be requested for a plat application within one (1) year after it is approved. Search by entering an **Application Number** in the text box. Click the '**Search Application**' button when done.

The screenshot shows the 'Request Extension' form. At the top, there is a title 'Request Extension' and a disclaimer: 'Disclaimer: Extension of approval can only be requested for plat application'. Below this is a form with the following fields: 'Application Number' (with value '2014-0028'), 'Search Application' button, 'Applicant Information' section (Name: flast, Organization Name: Sample Applicant Company, Email, Phone: 713-837-7701), 'Fee Information' section (Fee Items table), and a 'Submit' button. Annotations include: 1. A yellow callout box pointing to the 'Application Number' field with the text 'Enter an Application Number and click the Search Application button'. 2. A yellow callout box pointing to the 'Search Application' button with the text 'Enter an Application Number and click the Search Application button'. 3. A yellow callout box pointing to the 'Submit' button with the text 'Submit'. 4. A yellow callout box pointing to the 'Fee Information' table with the text 'Extension of Approval estimated amount fee due.'.

Fee Items	Estimated Amount (\$)
Admin Fee	26.75
Base Fee	765.41
Total	792.16

When an **Application Number** results in a successful find, it displays two sets of tables -- the **Applicant Information** and **Fee Information** tables. Click the '**Submit**' button to submit the application.

Please proceed to the payment process.



You can pay for this Extension of Approval now either by going back to the Extension of Approval page to '**Continue to pay now**' button (after the submittal) or by selecting **Payment History** from **Payment** menu item.

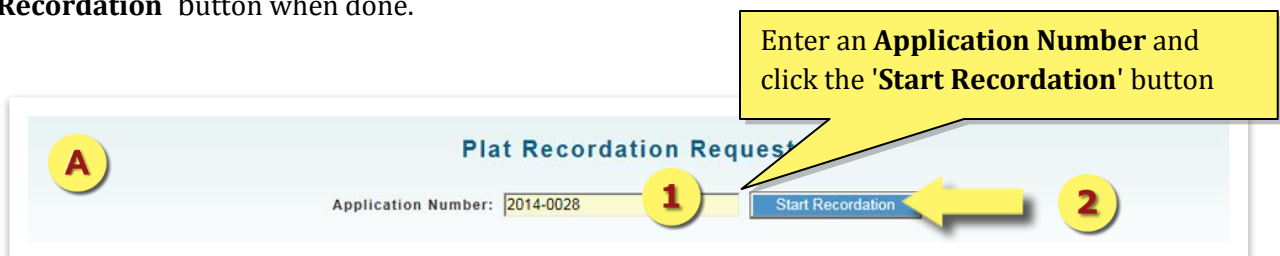
When the extension of approval application has been submitted, the Development Services Division has received the application for the specified plat. Your application is deemed "Pending" while awaiting staff review of the request, including the successful payment of required the extension of approval fees.

Recordation

Recordation submittal is accessed via the menu option '**Plat Submittal/Recordation**'. In order to submit a **Recordation**, applicants are required to provide an Application Number. Any user in the organization may view data for plats formally submitted by your organization. If one is not available, see '**Find a Subdivision Application Number**' just above this chapter to find out how.



Search by entering an **Application Number** in the text box (see below). Click the '**Start Recordation**' button when done.

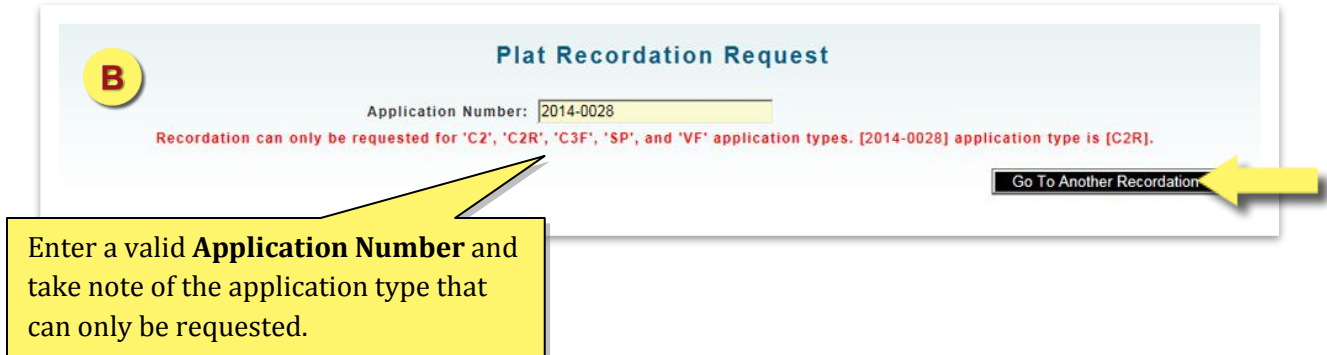


If a Recordation Request record is already established for a specific plat application by another organization or entity, Recordation submittal cannot be established. Please contact Plat Tracker administration if you find an error. A recordation submittal will not be processed if the associated plat application is not yet approved by the Planning Commission.



When an **Application Number** results in a successful find, it displays the options to upload several types of documents. Have the documents ready to be uploaded in the next steps.

Note: **Recordation cannot be requested for 'C3N', 'C3P', and 'VP' application types.**



B

Plat Recordation Request

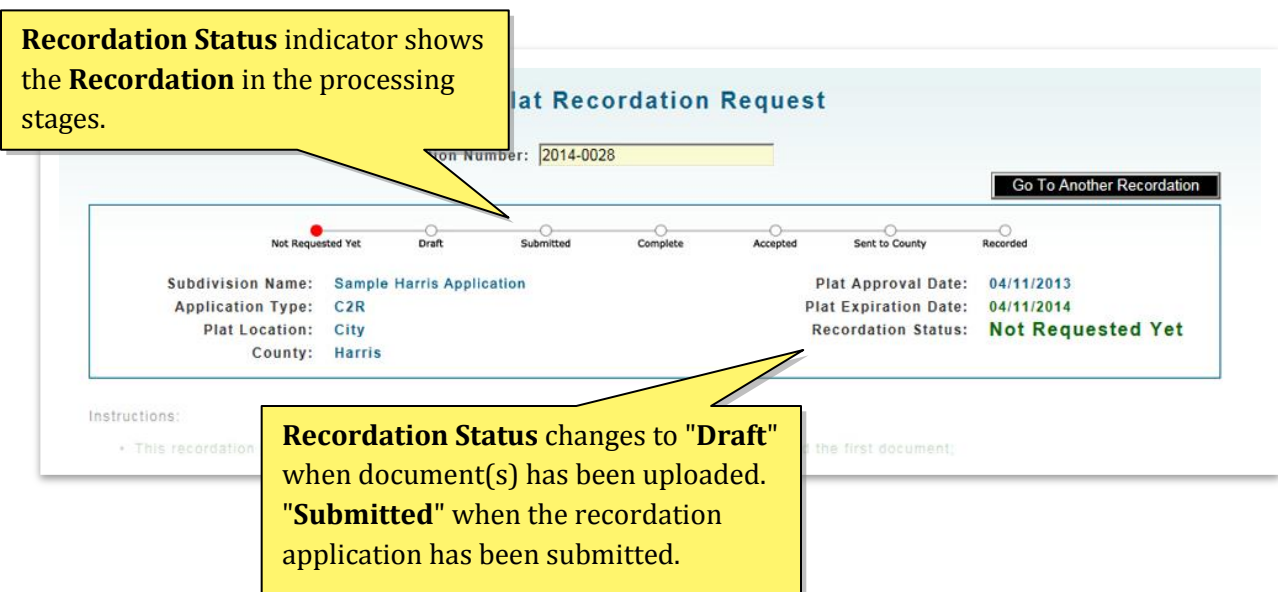
Application Number: 2014-0028

Recordation can only be requested for 'C2', 'C2R', 'C3F', 'SP', and 'VF' application types. [2014-0028] application type is [C2R].

Go To Another Recordation

Enter a valid **Application Number** and take note of the application type that can only be requested.

If no application is found, click the '**Go To Another Recordation**' button, and start over again, see "B". If successful find, go to next steps to upload the documents.



Plat Recordation Request

Application Number: 2014-0028

Go To Another Recordation

Not Requested Yet Draft Submitted Complete Accepted Sent to County Recorded

Subdivision Name: Sample Harris Application
Application Type: C2R
Plat Location: City
County: Harris

Plat Approval Date: 04/11/2013
Plat Expiration Date: 04/11/2014
Recordation Status: Not Requested Yet

Instructions:
• This recordation...

Recordation Status changes to "Draft" when document(s) has been uploaded. "Submitted" when the recordation application has been submitted.



Instructions:

- This recordation process will be exclusively assigned to your organization once you upload the first document;
- Please upload the relevant document(s) for your plat application recordation.
- Select the document type first and then browse to find the file/document from your system to upload; Then click on the Upload button.
- Title Report(s) is the required document. You cannot submit your request unless the Title Report is uploaded;
- Only documents in PDF format are allowed for upload;
- Uploading the same file with the same *selected Document Type* will override the previous one;
- You can upload necessary documents until the recordation request is *accepted* by a recordation planner;
- Once submitted you can no longer delete any of the uploaded documents;
- Please pay the fees after you submitted your Recordation Request but prior to scheduling meeting appointment with a recordation planner; No review is performed unless the fees are fully paid.

Select Document Type:

- Title Report
- Lien Holder's Subordination Form
- Metes and Bounds
- Owner's Ratification Form
- Tax Certificate
- HCAD Map
- Vacating Plat Instrument
- Return Map Agreement
- HCAD Information
- Other

Uploaded Documents:

Reviewer Comments / History

3 Browse... 4 Upload

Select the type of documents to upload. Click the 'Browse' button to choose the documents from your computer, next click the **Upload** button. Note: 'Title Report' is a required document. You cannot submit your request unless the current Title Report is uploaded.

This recordation process will be exclusively assigned to your organization once you upload the first document. Please upload only the relevant document(s) for your plat application recordation.

The list of documents type that can be uploaded:

- Title Report, required
- Lien Holder's Subordination Form, if required
- Meters and Bounds, if required
- Owner's Ratification Form, if required
- Tax Certificates, if required
- HCAD Map, if required
- Vacating Plat Instrument
- Return Map Agreement, if required (not required for City and Harris county plats)
- HCAD Information, if required
- Others

Select the **Document Type** first from the dropdown menu list, and then browse to find the file/document from your computer to upload. Only documents in PDF format are allowed for upload. '**Title Report(s)**' is the most required document. You cannot submit your request unless the Title Report is uploaded.

Then click on the '**Upload**' button. Uploading the same file with the same selected Document Type will override the previous one. You can upload necessary documents until the recordation request is accepted by a recordation planner.



Uploaded Documents:

	Document Name	Uploaded by	Date Uploaded
Delete	1 RcrdLienHolderSubordination_2013-1596_LetterUploaded-Recordation-LienHolder.pdf	First Last	1/21/2014 11:27:49 AM
Delete	2 RcrdMetesAndBounds_2013-1596_LetterUploaded-Recordation-Metes-Bounds.pdf	First Last	1/21/2014 11:29:47 AM
Delete	3 RcrdTitleReport_2013-1596_LetterUploaded-Recordation-TitleReport.pdf	First Last	1/21/2014 11:32:10 AM

Reviewer Comments / Notes:

Fees:

Fee Items	Estimated Amount (\$)
Admin Fee	26.75
Base Fee	278.32
Total	305.07

Recordation estimated amount fee due.

Submit **5**

When your specific type of document was uploaded successfully, click on the 'OK' button to go back to the Recordation Request page. Select the next **Document Type** to upload from the dropdown menu list, if needed.

After the '**Title Report**' has been successfully uploaded, the '**Submit**' button will appear.

Also, the Fees table will show the estimated fee for the Recordation Plat Submittal. Click the '**Submit**' button to submit the application (see above). Once submitted, you can no longer delete any of the uploaded documents.

Uploaded Documents:

	Document Name	Uploaded by	Date Uploaded
1	RcrdLienHolderSubordination_2013-1596_LetterUploaded-Recordation-LienHolder.pdf	First Last	1/21/2014 11:27:49 AM
2	RcrdMetesAndBounds_2013-1596_LetterUploaded-Recordation-Metes-Bounds.pdf	First Last	1/21/2014 11:29:47 AM
3	RcrdTitleReport_2013-1596_LetterUploaded-Recordation-TitleReport.pdf	First Last	1/21/2014 11:32:10 AM

Reviewer Comments / Notes:

Fees:

Fee Items	Estimated Amount (\$)	Verified Amount (\$)
Admin Fee	26.75	26.75
Base Fee	278.32	278.32
Total	305.07	305.07

Balance: \$305.07
Payment Status: Not Paid

Continue to pay now I'd like to pay later

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Applicants can check the notes entered by the planner for reference during the process of the recordation.

Click '**Continue to pay now**' button to pay the fee or the pay later button.



You can pay for this Recordation Request now either by going back to the Recordation Request page to '**Continue to pay now**' button (after the submittal) or by selecting **Payment History** from **Payment** menu item.

Please pay the fees prior to scheduling a meeting appointment with recordation planner. No review is performed unless the fees are fully paid.

Applicants can log into Plat Tracker anytime to check the status of the recordation application and see notes entered by the planner for reference.

When the recordation application has been submitted, the Development Services Division has received your recordation application for the specified plat. Your application is deemed "Pending" while awaiting staff review of all the submitted documents, including the successful payment of required recordation fees.

You recordation includes an appointment with the planner. Please book a recordation appointment on www.clickbook.net (1 hour per plat), at least two (2) days in advance. Wait for an appointment confirmation email from the planner, one day before the meeting to ensure all the required documents are uploaded.

In order to cancel an application, call the recordation planner at least one (1) hour prior to the scheduled meeting time.

At the recordation appointment, you will meet with the planner and make any minor corrections, if needed. All required hard copies of the documents must be provided at this time. Once the recordation application is accepted during the meeting, it will be sent for signatures for recordation.

If an application requires additional information, it will be deemed "Incomplete" and will remain pending in the system. The "incomplete" email sent to the applicant will contain a list of delinquent items. All requested information must be provided and uploaded to Plat Tracker prior to the appointment, or the appointment will be forfeited. You may book a new appointment on [Clickbook](http://www.clickbook.net) once the application is ready.

If you have any questions, please contact the planner with whom your appointment is scheduled.

The list of materials should be provided before or at the Recordation Appointment:

- Mylar with all required signatures
- Tax Certificates
- Easements Exhibit, if required
- Lien Holder's Subordination Form, if required
- Agency release letters, if required



- Return map agreement, if required (not required for City and Harris county plats)

Final Recordation Status will say "**Recorded**" when recordation is completed.

Not Requested Yet Draft Submitted Complete Accepted Sent to County Recorded

Subdivision Name: Sample Harris Application Plat Approval Date: 02/28/2013
Application Type: C2R Plat Expiration Date: 02/28/2014
Plat Location: City Recordation Status: **Recorded**
County: Harris

Uploaded Documents:

	Document Name	Uploaded by	Date Uploaded
1	RcrdHCADInformation_2013-1043_LetterUploaded-Recordation-HCAD-Information.pdf	First Last	11/19/2013 2:36:15 PM
2	RcrdOther_2013-1043_LetterUploaded-Recordation-Other.pdf	First Last	11/19/2013 2:36:05 PM
3	RcrdTitleReport_2013-1043_LetterUploaded-Recordation-TitleReport.pdf	First Last	11/19/2013 2:36:25 PM

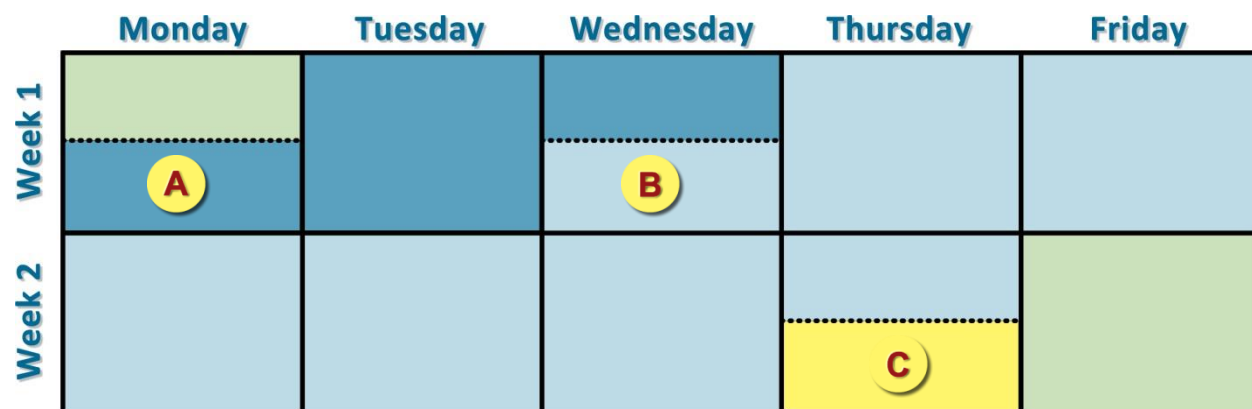
Reviewer Comments / Notes:

When Recordation Applications have been accepted, the mylar will be sent to the County Clerk or County Engineers Office. Once the mylar has been recorded and scanned, applicants will be notified by e-mail. The final **Recordation Status** should say "**Recorded**".



Plat Application Approval Timeline

The following graph represents the two week Planning Commission cycle.



Submittal Window

Friday 6:00 AM to Monday 11:00 AM: The application submittal window is open on the Friday Following Planning Commission until 11:00 AM on the following Monday. Applications are submitted through the Plat Tracker. Requirement may be found online or in Chapter 42, Div 2 application requirements.

A *Submittal window closes at 11:00AM on Monday*

Deferral Window

Individuals with applications that were deferred during the previous planning commission cycle must provide the revised information to staff before noon on Wednesday following submittal. If any of the necessary information is not received, the staff will recommend disapproval of the application.

B *Deferral window closes at noon on Wednesday*

Review Phase

The planning staff reviews the application for compliance and determines recommendation. Applicants should be prepared to provide additional information as requested. Revisions to applications that were deferred previously will not be accepted during this phase.

C *Staff notifies applicant on their recommendation by the end of the day Wednesday*

Planning Commission

Planning Commission is held every other Thursday at 2:30PM in the Council Chambers of City Hall Annex (900 Bagby Street – Public Level).

