

**RECORDATION BY APPOINTMENT**

**CHECK LIST**

CALL KRISTY LOVE FOR YOUR 45 MIN. APPOINTMENT 713-837-7730

**Plats inside the City of Houston**

- Standard recordation package material (attached).
- Copy of standard recordation package materials (tax certificates, subordinations, etc.).
- Copy of final plat enclosure (mark up).
- Copy of plat identifying easement(s) corresponding with the title report.
- Taxing entities sheet, filing fee, etc. as required by Fort Bend, Montgomery, and Waller Counties.

**Plats that are in the City's ETJ**

- Standard recordation package material (attached).
- Copy of standard recordation package materials (tax certificates, subordinations etc.).
- 8" 1/2x14" manila envelope with plat name and county name on the front of the envelope.
- Copy final plat enclosure (mark up).
- Copy of plat identifying easement(s) corresponding with the title report.
- Number of required Mylars for county where plat will be recorded.
- Taxing entities sheet, etc. as required by Fort Bend, Montgomery, and Waller Counties.

**Notes**

1. Questions about comments on the final plat must be resolved prior to the appointment for plat recordation.
2. Send special county requirements directly to County Engineer's Office, i.e., road bond, duplicate subdivision name letter, County Health Department Letter.

RECORDATION PACKAGE

1. SUBDIVISION NAME: \_\_\_\_\_

2. DATE DELIVERED: \_\_\_\_\_

3. APPLICANT'S CHECKLIST: (for a recordation package to be considered complete all information below must be provided)

- One mylar (film positive reproducible) of plat
All requirements and conditions from the preliminary and final plat CPC 101 Form approvals have been complied with.
All requirements and conditions from other departments or agencies have been complied with prior to submittal.
All tracings, signatures and seals are all original and in black ink.
Each signature has immediately under it the name and title of the individual signing are in legible lettering or typing.
All legal, license and registration seals are affixed and darkened in such manner as to be legible.
Current original title report is attached. For the title report to be current it must be less than 30 days old from the above date delivered.
Metes and Bounds description of property prepared by a surveyor and sealed.
All required original tax certificates are attached. Tax certificates are for the last complete calendar year. Tax receipts will not be accepted.

Required tax certificates for plats outside the city limits are:

- 1) county,
2) school district, and
3) municipal utility district (if applicable).

Required tax certificates for plats inside the city limits are:

- 1) county, and
2) school district.

- Completed Recorded Map Return Agreement Certificate is attached. (Appendix M)
Completed Recorded Plat Reproduction Order is attached.
Any and all liens are subordinated to on the face of the plat, are by separate instrument or released. (Apdx. C)

4. CONTACTS:

Developer:
Address: Phone: Fax:
City: State: Zip Code:

Applicant:
Address: Phone: Fax:
City: State: Zip Code:

5. COMPLETED RECORDATION PACKAGE

- Completed Recordation Package form
One mylar (film positive reproducible) of plat
Copy of final plat approval CPC 101 form
Copy of release letters from other departments or agencies
Current title report or update of title report
Tax Certificates
Completed Executed Recorded Map Return Agreement (Appendix M)
Completed Recorded Plat Reproduction Order
Lienholders releases or subordinations (Appendix C)

(Date)

## RECORDED MAP RETURN AGREEMENT CERTIFICATE

This is to certify that (name), owner or authorized agent of the owner of land being platted or subdivided known as, (subdivision name), approved by the Houston Planning Commission of the city of Houston, authorized (name), County Clerk of Harris County, or his (her) authorized Deputy to return the original recorded map or plat of said subdivision only to the Director of the City of Houston, Department of Planning and Development or to his (her) authorized employee, who shall file such original recorded map or plat in the permanent records of the Department of Planning and Development.

(Signature)

Print name

Director, Department of Planning  
And Development, or  
Authorized employee

(Signature)

Print name

Owner or authorized agent of  
owner of land being subdivided

# CITY OF HOUSTON

HOUSTON PLANNING COMMISSION

PLANNING & DEVELOPMENT DEPARTMENT

## RECORDED PLAT REPRODUCTION ORDER

1. REPRODUCTION CO.: \_\_\_\_\_
2. CHARGE TO: \_\_\_\_\_
3. RETURN ORIGINAL TO.: \_\_\_\_\_
4. NAME OF ORIGINAL (PLAT NAME): \_\_\_\_\_

5.

### ALWAYS NEEDED

#### Projects inside the city limits:

One (1) Black Line  
Three (3) Blue Lines  
One (1) Matte Film Positive

**Delivered to:**

City of Houston  
Planning and Development Department  
Development Services Division  
611 Walker Street, Sixth Floor  
Attn: \_\_\_\_\_

6. Additional reproductions for projects outside the city limits and within Harris County: (make this addition ONLY if the block is checked)



Four (4) Blue Lines  
One (1) Sepia

**Delivered to:**

Harris Co. Public Infrastructure Department  
9900 Northwest Freeway, Suite 103  
Attn: \_\_\_\_\_

7. I hereby authorize the City of Houston to call the above reproduction company and will assume the responsibility to pay the reproduction costs directly to the reproduction company.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Print name/Company name/Telephone

\_\_\_\_\_  
Date

**TO CONTACT US:**

Telephone: 713-837-7700  
Fax: 713-837-7926

Web site: [www.ci.houston.tx.us/departe/planning](http://www.ci.houston.tx.us/departe/planning)