



THOMAS SCHOENBEIN  
MAYOR

# PLATTING PROCEDURES GUIDE

## City of Pasadena Planning Department

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# TYPES OF PLATS

## AMENDING PLAT

Amending plats are typically reviewed and approved by the Planning Department staff. They may be forwarded to the Planning Commission if the Department is unable to provide a positive recommendation. After approval, amending plats are filed for record with the county clerk. An amending plat is typically submitted for the following reasons:

- To correct an error in a course of distance shown on the preceding plat.
- To add a course of distance that was omitted on the preceding plat.
- To correct an error in a real property description shown on the preceding plat.
- To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments.
- To show the location or character of a monument that been changed in location or character or that is shown incorrectly as to location or character on the preceding plat.
- To correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names and identification of adjacent recorded plats.

A purpose statement shall be provided on the proposed amending plat. This statement shall provide a brief synopsis of the reason for the proposed plat.

## ADMINISTRATIVE PLAT

An administrative plat is a plat or replat\* that is approved through an administrative action in certain circumstances without the review and approval of the Planning Commission, as allowed by the Texas Local Government Code and the Subdivision Ordinance.

Administrative review is **only** applicable for plats of 2 lots or fewer, fronting on a previously dedicated street where no public improvements are necessary.

\*An administrative replat may still require a public hearing.

Determination of whether a plat can be reviewed administratively will be made by the Planning Department after plat submittal.

## REPLAT

A replat is required when a property is already platted and the intent is to alter or create new lot lines or make changes to the layout of the lots or reserves.

Per state law, a public hearing is required for a replat if any lot in the preceding plat was limited by deed restrictions to residential use for not more than 2 residential units per lot AND the replat requires a variance.

If a replat cannot be reviewed administratively (see requirements for an Administrative Plat above), it must receive both preliminary and final approval from the Planning Commission. After receiving final approval, replats must be filed for record with the county clerk.

## **PRELIMINARY PLAT**

A preliminary plat is the initial plat submitted for approval as part of the platting process. It allows the Planning Department and the Planning Commission to review the overall proposed layout to ensure that it complies with all applicable city requirements. Outside agency review is included at this stage so that utility and street issues are addressed early in the development process.

After a preliminary plat has been approved by the Planning Commission, the final plat must be submitted for review.

## **FINAL PLAT**

After receiving conditional preliminary approval, a final plat conforming with the required modifications, if any, that were part of the Commission's preliminary approval will be submitted. A final plat must be approved by the Planning Commission. After receiving final approval, the plat must be filed for record with the county clerk.

## CITY OF PASADENA PLATTING PROCESS

**Administrative Plat Review** - (Only applicable for plats of 2 lots or fewer fronting on a previously dedicated street where **no** public improvements are necessary)

1. The developer submits the following items to the Planning Department in accordance with the submittal schedule:
  - A. Completed Planning Application;
  - B. Completed Plat Checklist;
  - C. Sixteen (16) folded copies of the plat (title block shown on front);
  - D. A check for the application fees (*See Fee Schedule*);
  - E. A letter of intent signed by the owner;
  - F. A current (60 days) Title Report or City Planning Letter. *The report must include applicable information such as ownership, liens, encumbrances, etc.; and*
  - G. A current (90 days) Letter of Available Utilities (obtained by the Applicant from the Public Works department)
  - H. PDF copies of the full submittal are also to be submitted to the Planning Department by email at [Planning@pasadenatx.gov](mailto:Planning@pasadenatx.gov).
2. Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the applicant.
3. If submittal is determined to be complete, the Planning Department completes Certificate of Filing.
4. Department distributes plat and response form to utility companies and appropriate City departments for comments.
5. Plat is reviewed and red-lined copy indicating necessary modifications is provided to engineer.
6. After corrections are made, developer delivers original mylar. **Original** tax certificates for school district, city and county, are required at this point. Business checks for filing each plat at **\$60.00** (for a 1-page plat / \$50.00 each additional page) made payable to the Harris County Clerk, plus a check for filing deed restrictions (if applicable) in accordance with the Harris County Clerk's Fee Schedule is also delivered.
7. Department calls Chairman and Secretary of Planning Commission to execute and seal plat.
8. The plat is filed by Planning Department staff with Harris County Clerk.

### **Preliminary Plat Review**

1. The developer submits the following items to the Planning Department in accordance with the Planning Commission Submittal Schedule:
  - A. Completed Planning Application;
  - B. Completed Plat Checklist;
  - C. Sixteen (16) folded copies of the plat (title block shown on front);

- D. A check for the submittal fees (See Fee Schedule);
  - E. A letter of intent signed by the owner;
  - F. A current (60 days) Title Report or City Planning Letter. *The report must include applicable information such as ownership, liens, encumbrances, etc.;*
  - G. A current (90 days) Letter of Available Utilities (obtained by the Applicant from the Public Works department prior to project submittal); and
  - H. PDF copies of the full submittal are also to be submitted to the Planning Department by email at [Planning@pasadenatx.gov](mailto:Planning@pasadenatx.gov).
2. Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the applicant.
  3. If submittal is determined to be complete, the Planning Department completes Certificate of Filing.
  4. Department distributes plat and review form to utility companies and appropriate City departments soliciting comments. Plat is reviewed during interim.
  5. Five days prior to the Planning Commission meeting, Department mails to the Planning Commissioners the Agenda and copy of the Department Report with plat for each project. The Applicant also receives a copy of the Agenda and appropriate Department Report.
  6. Planning Commission meeting - Department presents preliminary plat to Planning Commission.
  7. The day following meeting, the Department provides written notice to the developer and engineer stating the action of the Planning Commission. The Department also forwards a "red-lined" copy of the plat to the engineer for correction purposes.

Following preliminary review, the developer must submit the plat for final review.

### **Replat**

Submittal requirements and review procedures for a replat are the same as those for a preliminary plat outlined above with the following exceptions:

Per Texas Local Government Code Chapter 212.014, a public hearing is required for a replat if any lot in the preceding plat was limited by deed restrictions to residential use for not more than 2 residential units per lot AND the replat requires a variance.

If a public hearing is required - At least fifteen days before the public hearing, the Department posts a legal notice in the *Pasadena Citizen* and sends written notice of the public hearing to property owners within 200 feet of the subject property within the original subdivision.

If a public hearing is not required but any lot in the preceding plat was limited by deed restrictions to residential use for not more than 2 residential units per lot – Within 15 days after the replat is approved, written notice by mail of approval of the replat will be sent by the Department to each owner of a lot in the original subdivision that is within 200 feet of the lots to be replatted.

Following preliminary review, the developer must submit the replat for final review.

### **Final Plat Review**

1. The Developer submits to the Planning department, in accordance with the submittal schedule:
  - A. Completed Planning Application;
  - B. Completed Plat Checklist;
  - C. Sixteen (16) folded copies of the plat (title block shown on front);
  - D. A check for the submittal fees (See Fee Schedule);
  - E. A current (60 days) Title Report or City Planning Letter. *The report must include applicable information such as ownership, liens, encumbrances, etc.;*
  - F. Single-family subdivisions, townhome subdivisions, condominiums and manufactured home parks ONLY - Civil engineering plans for the project are submitted to the Engineering Department for review; and
  - G. PDF copies of the full submittal are also to be submitted to the Planning Department by email at [Planning@pasadenatx.gov](mailto:Planning@pasadenatx.gov).
2. Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the applicant.
3. If submittal is determined to be complete, the Planning Department completes Certificate of Filing.
4. Department distributes plat and review form to utility companies and appropriate City departments soliciting comments.
4. Civil engineering plans are reviewed by the Engineering department.
5. Final plat is reviewed during the interim.
6. Five days prior to the Planning Commission meeting, Department mails the Agenda and a copy of the Department Report to the Planning Commissioners. The developer and engineer also receive a copy of the Agenda and appropriate Department Report.
7. Planning Commission meeting - Department presents final plat to Planning Commission.
8. The day following the meeting, Department provides written notice stating action of Planning Commission. The Department also forwards a "red-lined" copy of the plat to the Engineer for correction purposes.

### **After Final Approval**

1. Developer submits to the Planning Department, in accordance with the submittal schedule:
  - A. Original signed mylar;
  - B. Original signed set of deed restrictions/protective covenants (if applicable);
  - C. Original tax certificates from school district, city and county;
  - D. A current (60 days) Title Report or City Planning Letter; and
  - E. Business check, cashier's check or money order for **\$60.00** for filing (1-page plat) Made payable to the Harris County Clerk (\$50.00 for each additional page), plus a check for filing deed restrictions in accordance with the Harris County Clerk's Fee Schedule (if applicable).
2. Planning verifies there are no outstanding City liens on the property.

3. If the city is accepting a right-of-way dedication on the plat, Planning forwards a Request Summary for Council Agenda to the City Secretary in order to place item on Council Agenda.
4. Friday before the City Council meeting, Planning forwards copies of plat along with a memo to Mayor and City Council noting any variances and date of final approval by Planning Commission.
5. Mayor and City Council approve plat.
6. Mylar is taken to Director of Public Works for signature when necessary.
7. Planning Department calls Chairman and Secretary of Planning Commission to execute and seal plat.
8. The plat is filed by Planning Department staff with Harris County Clerk and (if applicable) deed restrictions are filed.
9. Notice of the filed plat is sent to Public Works, Permit, Traffic, Fire, Police, and Health Departments with copy of "as-filed" plat. Notice is also sent to Harris County Appraisal District, Harris County 911 and the U. S. Post Office with a copy of "as-filed" plat.
10. Project engineer is contacted by Harris County Clerk after recordation to retrieve original mylar.

## Letter of Intent Requirements

### Plats/Replats:

- Define the acreage of subject property
- Full legal description
- Number of lots or reserves being divided/created
- Special considerations (i.e. requested variances and justification for said variances)
- Specify if the proposed land use is for residential or commercial purposes and type of business if known
- The Letter of Intent must provide the signature and contact information of the property

### Multi-Family Site Plan:

- Define the acreage of site
- Full legal description
- Total number of units proposed
- Number of units per acre proposed
- Special considerations (i.e. requested variances)
- The Letter of Intent must provide the signature and contact information of the developer

## **TAX CERTIFICATE POLICY For filing plats**

According to Texas Property Code 12.002(e), original tax certificates issued by the Harris County Tax Assessor/Collector's Office and applicable school district tax office are required by the Harris County Clerk's Office for recording of all plats.

If the property being platted contains more than one lot or tract, tax certificates for each lot or tract are required.

Tax certificate info must match the property description on the plat.

Tax certificates must reflect the previous tax year and indicate that no taxes are due. Harris County will not accept tax certificates that show a balance due.

## FREQUENTLY ASKED QUESTIONS ABOUT PLATS

### 1. What is a plat?

*Plat* is a term for a map of specific land showing the location and boundaries of individual parcels of land subdivided into lots, with streets, alleys and easements drawn to scale. It is the legal description of a specific piece of real property and is required if land is to be subdivided. Any change to a plat creates a *replat* which is still a plat. After a plat has received the requisite approvals, it must be recorded in the Official Public Records of Real Property of the appropriate county clerk and becomes a legal lot of record for which a building permit can be issued.

### 2. Why is platting required?

Texas Local Government Code §212.004(a) requires that every owner of any tract of land who subdivides the tract into two or more parts must file a plat. The Platting process is a system that allows municipalities to ensure that all lots comply with development standards.

Each plat is reviewed by staff to ensure compliance with regulations such as the following:

- Drainage improvements
- Flood protection
- Lot sizes
- Necessary easements
- Open space requirements
- Street access
- Utility provisions

### 3. What regulations must be followed when property is platted and who approves the plat?

The Texas Local Government Code and the Basic Subdivision Ordinance govern the platting of property in the city of Pasadena. The Planning Commission has the final approval authority for plats.

### 4. If I own two lots that are adjacent to each other, can I construct a building that crosses the lot line?

No. You are not allowed to construct a building that crosses over an existing lot line. A replat, which combines the two lots into one lot must be approved by the Planning Commission and filed with the county clerk before the building permit can be issued.

### 5. I found out that I need to plat or replat my property, do I need to hire a professional to prepare the plat or is it something that I can do myself?

In most cases, the average citizen does not have the experience or professional certification to prepare a plat by themselves and would be required to hire a professional to do the plat for them. A plat must be signed and sealed by a Registered Surveyor in the State of Texas.

In most cases, architecture or engineering firms have Registered Surveyors working for them who can prepare the plat.

**6. How often does the Planning Commission meet? Where do they meet?**

The Planning Commission meets at 6:00 PM on the second and fourth Monday of each month. The meetings take place in the City Hall Council Chambers.

**CITY OF PASADENA  
PLANNING COMMISSION  
2025 SUBMITTAL SCHEDULE**

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- Planning Commission meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month\*\* at 6:00 p.m.
- Dates apply to **ALL** applications subject to review by the Planning Commission **and** administrative reviews.
- Submittals shall be made only during designated periods (see calendar below)
- Incomplete submittals will not be scheduled for review by the Commission.

| COMMISSION MEETING<br><br>(Monday 6:00 p.m. *) | APPLICATION SUBMITTAL WINDOW<br>(Wednesday- Friday*)<br>Submittals accepted <b>ONLY</b> on these dates between 8:00 a.m. - 12:00 p.m. | COMPLETENESS CHECK<br><br>(Monday*) | COMPLETENESS NOTIFICATION<br>(Determination of Completeness emailed to Applicant - Incomplete applications will be rejected) |
|--|---|-------------------------------------|--|
| <b>January 13</b>                              | December 11-13  | December 16                         | December 17  |
| <b>January 27</b>                              | December 26,27 & 30*  | December 30                         | December 31  |
| <b>February 10</b>                             | January 8-10  | January 13                          | January 14   |
| <b>February 24</b>                             | January 22-24   | January 27                          | January 28   |
| <b>March 10</b>                                | February 5-7  | February 10                         | February 11  |
| <b>March 24</b>                                | February 19-21  | February 24                         | February 25  |
| <b>April 14</b>                                | March 12-14   | March 17                            | March 18   |
| <b>April 28</b>                                | March 26-28   | March 31                            | April 1  |
| <b>May 12</b>                                  | April 9-11  | April 14                            | April 15   |
| <b>May 27*</b>                                 | April 23-25   | April 28                            | April 29   |
| <b>June 9</b>                                  | May 7-9   | May 12                              | May 13   |
| <b>June 23</b>                                 | May 21-23   | May 27*                             | May 27   |
| <b>July 14</b>                                 | June 11-13  | June 16                             | June 17  |
| <b>July 28</b>                                 | June 25-27  | June 30                             | July 1   |
| <b>August 11</b>                               | July 9-11   | July 14                             | July 15  |
| <b>August 25</b>                               | July 23-25  | July 28                             | July 29  |
| <b>September 8</b>                             | August 6-8  | August 11                           | August 12  |
| <b>September 22</b>                            | August 20-22  | August 25                           | August 26  |
| <b>October 13</b>                              | September 10-12   | September 15                        | September 16   |
| <b>October 27</b>                              | September 24-26   | September 29                        | September 30   |
| <b>November 10</b>                             | October 8-10  | October 13                          | October 14   |
| <b>December 8</b>                              | November 5-7  | November 10                         | November 10*   |

\*Some dates adjusted due to City Holidays

\*\*NOTE: There will be no Planning Commission meeting the 4<sup>th</sup> Mondays of November or December



**PLANNING DEPARTMENT SUBMITTAL APPLICATION**

**TITLE OF PLAT/PROJECT:** \_\_\_\_\_

**OWNER/DEVELOPER INFORMATION**

**ENGINEER/SURVEYOR INFORMATION**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_

**MAIN CONTACT FOR PROJECT** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

|  |  |
|--|--|
| <b>APPLICATION TYPE* (CHECK ONE) *Please complete a new application for each action you request.</b> |  |
| <input type="checkbox"/> Preliminary Plat/Replat   | <input type="checkbox"/> Townhome Subdivision Plat     |
| <input type="checkbox"/> Final Plat/Replat   | <input type="checkbox"/> Multi-Family Site Plan Review |
| <input type="checkbox"/> Amending Plat   | <input type="checkbox"/> Manufactured Home Park        |
| <input type="checkbox"/> Vacating Plat   | <input type="checkbox"/> Other - Specify: _____        |

**PROPERTY INFORMATION**

Street address or location of property: \_\_\_\_\_

Present use:  Residential  Commercial

Proposed use of property: (restaurant, auto dealer, etc.) \_\_\_\_\_

Number of proposed Lots \_\_\_\_\_ Reserves \_\_\_\_\_ Blocks \_\_\_\_\_

Number of units proposed (multi-family only) \_\_\_\_\_

Is the property subject to any liens, encumbrances or judgments? If yes, attach details  Yes  No

Is the property subject to deed restrictions/restrictive covenants? If yes, attach copy  Yes  No

**HARRIS COUNTY APPRAISAL DISTRICT (HCAD) ACCOUNT NUMBER(S):** (Additional numbers – attach sheet)

\_\_\_\_\_  
\_\_\_\_\_

**LEGAL DESCRIPTION**

Survey \_\_\_\_\_ Abstract \_\_\_\_\_

Subdivision (if platted) \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Total Number of Acres \_\_\_\_\_

I hereby certify that I am the legal owner/agent of the above referenced property and have requested the above checked action. I further certify that the above information and attachments are true and correct to the best of my knowledge.

**OWNER'S/AGENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_



## PLANNING APPLICATION FEE SCHEDULE

| APPLICATION TYPE  | FEES                         |
|---|------------------------------|
| <b>Pre-Application Conference with Planning Commission (Not required)</b> | \$150                        |
| <b>Preliminary Plat/Replat (Includes Administrative Plat)</b>             | \$500 + \$5 per lot/reserve  |
| <b>Final Plat/Replat</b>  | \$500 + \$5 per lot/reserve  |
| <b>Vacating Plat</b>  | \$500                        |
| <b>Amending Plat</b>  | \$300                        |
| <b>Extension of Plat Approval</b>   | \$150                        |
| <b>Multi-Family (Apartments) Project Review</b>                           | \$500 + \$5 per unit         |
| <b>Manufactured Home Park</b>   | \$500 + \$5 per lot/reserve  |
| <b>Site Plan – under 1.0 acre</b>   | \$100                        |
| <b>Site Plan – 1.0 acre or over</b>                                       | \$300                        |
| <b>Variance Request</b>   | \$400 per variance requested |
| <b>Alternative Landscape Plan</b>   | \$200                        |
| <b>Abandonment</b>  | \$1,000                      |
| <b>Annexation</b>   | \$1,000                      |

All fees must be paid at the time of project submittal.  
 Checks are to be made payable to the City of Pasadena.  
 All fees are non-refundable.



CITY OF PASADENA, TEXAS  
PLANNING DEPARTMENT

# STANDARD PLAT CERTIFICATE FORMS

Rev. 7/2025

## **OWNERS CERTIFICATE**

STATE OF TEXAS  
COUNTY OF HARRIS

I (or We), (Name of owner or names of owners), acting by and through (name and title of officer) owner(s) of the property subdivided in the above and foregoing map of the (Name of Subdivision), do hereby make subdivision of said property, according to the lines, streets, lots, alleys, parks, building lines, and easements therein shown, and designate said subdivision as (Name of Subdivision) in the \_\_\_\_\_ Survey, Abstract Number \_\_\_\_\_, Harris County, Texas; and dedicate to public use, as such, the streets, alleys, parks, and easements shown thereon forever; and do hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets and alleys dedicated, or occasioned by the alteration of the surface of any portion of streets or alleys to conform to such grades; and do hereby bind myself (or ourselves), my (or our) heirs and assigns to warrant and forever defend the title to the land so dedicated.

**The following paragraph is required for all RESIDENTIAL subdivisions:**

I (or We) hereby covenant and agree that all lots within the boundaries of this subdivision are for residential purposes unless otherwise noted.

**The following paragraph is required for AMENDING plats:**

I (or We), (Name of Owner or Names of Owners), do hereby covenant and agree that this amending plat does not attempt to remove any recorded covenants or restrictions.

WITNESS my (or our) hand in Pasadena, Harris County, Texas this \_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signature of Owner) \_\_\_\_\_  
Printed name and title

## **SURVEYOR'S CERTIFICATE**

I, (Name of Surveyor), am registered under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and accurate; was prepared from an actual survey of the property made under my supervision on the ground; that, except as shown, all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other objects of a permanent nature) pipes or rods having an outside diameter of not less than five eighths (5/8) inch and a length of not less than three (3) feet; and that the plat boundary corners have been tied to the Texas Coordinate System of 1983, south central zone.

(Surveyor's signature) \_\_\_\_\_  
Printed Name  
Professional Land Surveyor  
Texas Registration No. \_\_\_\_\_

## **PLANNING COMMISSION CERTIFICATE**

This is to certify that the Planning Commission of the City of Pasadena, Texas, has approved this plat and subdivision of (Name of subdivision) in conformance with the laws of the State of Texas and the ordinances of the City of Pasadena, as shown hereon, and authorized the recording of this plat this \_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
(Name), Secretary

By: \_\_\_\_\_  
(Name), Chairman

## **DIRECTOR OF PUBLIC WORKS CERTIFICATE** (*Only for street right-of-way dedications by plat*)

I, the undersigned, Director of Public Works of the City of Pasadena hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which this approval is required.

\_\_\_\_\_  
Robin S. Green, Jr., P.E.  
Director of Public Works

## **HARRIS COUNTY CLERK CERTIFICATE OF FILING**

I, \_\_\_\_\_, County Clerk of Harris County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_ o'clock \_\_.m. and duly recorded on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_ m., and at Film Code Number \_\_\_\_\_ of the Map Records of Harris County for said county.

Witness my hand and seal of office, at Houston, the day and date last above written.

(Name of County Clerk) \_\_\_\_\_  
County Clerk  
Of Harris County, Texas

By: \_\_\_\_\_  
Deputy

## **LIENHOLDERS ACKNOWLEDGEMENT AND SUBORDINATION STATEMENT** *(All plats that have a lien)*

I (or we), (name of lien holder), owner and holder of a lien (or liens) against the property described in the plat known as (name of subdivision plat), said lien (or liens) being evidenced by instrument of record in the Clerk's File No. (number(s)) of the O.P.R.O.R.P. of (county name) County, Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said subdivision plat and I (or we) hereby confirm that I am (or we are) the present owner (or owners of said lien (or liens) and have not assigned the same nor any part thereof.

By: (Lienholder's signature)  
Printed name and title

**NOTARY PUBLIC ACKNOWLEDGEMENT** *(For all signatures)*

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ (insert name and complete title of person representing the lienholder), known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that \_\_\_\_ (he or she) executed the same for the purposes and considerations therein expressed and, in the capacity, therein and herein stated.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Notary signature) \_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS  
PRINT NAME: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_