

PLATTING PROCEDURES GUIDE



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TABLE OF CONTENTS

Page 2.....	Table of Contents
Page 3.....	Types of Plats (Definitions and descriptions)
Page 5.....	City of Pasadena Platting Process
Page 9.....	Plat Format Requirements
Page 11.....	Planning Commission Calendar and Submittal Deadlines
Page 12.....	FAQs
Page 14.....	Planning Application (Universal)
Page 15.....	Thirty (30) Day Rule Waiver Letter
Page 16.....	Planning Fee Schedule

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 will 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.

A public hearing is required for a replat. At least fifteen days before the public hearing, a legal notice will be posted and written notice of the public hearing sent to all property owners within 200 feet of the subject property.

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 Department and the Planning Commission to review the overall proposed layout to insure 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 within six (6) months. After that time, the applicant must submit an application to the Planning Department to get their plat re-approved.

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 to the Planning Department:
 - A. Completed plat application
 - B. Thirty (30) day rule waiver letter
 - C. Sixteen (16) folded copies of the plat
 - D. A check for the submittal fees (See Fee Schedule)
 - E. A letter of intent signed by the owner or owner's agent
 - 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 letter of available utilities (obtained by the developer from the Public Works department within 60 days before submittal)
2. Planning Department files check with Permit Division and receives receipt for check and completes Certificate of Filing.
3. Department determines necessity to distribute plat and response form to utility companies and appropriate City departments for comments.
4. Plat is reviewed and red-lined copy provided to engineer.
5. 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 Stan Stanart, plus a check for filing deed restrictions computed at **\$16.00** for the first page, plus **\$4.00** for each page thereafter (if applicable) are also delivered.
6. Department calls Chairman and Secretary of Planning Commission to execute and seal plat.

Preliminary Plat

1. Three weeks before the meeting, the developer submits to the Planning Department:
 - A. Completed plat application
 - B. Thirty (30) day rule waiver letter
 - C. Sixteen (16) folded copies of the re-plat
 - D. A check for the submittal fees (See Fee Schedule)
 - E. A letter of intent signed by the owner or owner's agent
 - 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 letter of available utilities (obtained by the developer from the Public Works department within 60 days before submittal)
2. Planning Department files check with Permit Division and receives receipt for check and completes Certificate of Filing.

3. Department distributes and mails plat and review form to utility companies and appropriate City departments soliciting comments.
4. Plat is reviewed during interim.
5. On Wednesday 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 developer and engineer also receive 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 writes a letter 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 has six (6) months to submit the plat for final review or three (3) years in the case of a master plan containing multiple sections.

Re-Plat

1. Three weeks before the meeting, the developer submits to the Planning Department:
 - A. Completed plat application
 - B. Thirty (30) day rule waiver letter
 - C. Sixteen (16) folded copies of the re-plat
 - D. A check for the submittal fees (See Fee Schedule)
 - E. A letter of intent signed by the owner or owner's agent
 - 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 letter of available utilities (obtained by the developer from the Public Works department within 60 days before submittal)
2. Planning Department files the check with the Permit Division and receives receipt for check and completes Certificate of Filing.
3. Department distributes and mails plat and review form to utility companies and appropriate City departments soliciting comments.
4. Per Texas Local Government Code Chapter 212.014, a public hearing is required for a replat. 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.
5. Plat is reviewed by the Department during interim.
6. On Wednesday prior to the Planning Commission meeting, the Department mails to the Planning Commissioners the Agenda and a copy of the Department Report and plat for each project. The developer and engineer also receive a copy of the Agenda and appropriate Department Report.
7. Planning Commission meeting – Public Hearing is held and the Department presents the plat to the Planning Commission.

8. The day following the meeting, Department writes letter to developer and engineer stating 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 has six (6) months to submit the re-plat for final review

Final Plat

1. Three weeks before the meeting the Developer submits to the Planning department:
 - A. Completed plat application
 - B. Thirty (30) day rule waiver letter
 - C. Sixteen (16) folded copies of the plat
 - 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 - Three (3) copies of engineering drawings and one extra copy of the drainage plan for Harris County Flood Control District.
2. Department completes Certificate of Filing.
3. Department distributes and mails plat and review form to utility companies and appropriate City departments soliciting comments.
4. Department sends memo soliciting comments to appropriate departments with architectural/engineering drawings as follows:
 - a. Single-family subdivisions - One (1) copy of the engineering drawings is sent to the Traffic Director and one (1) copy to the City Engineer (circulated to Water, Sanitary Sewer, and Street and Drainage Divisions for comment).
 - b. Manufactured Home Parks, Condominiums and Townhomes - One (1) copy of the engineering drawings is sent to Permit Division and one (1) copy to the City Engineer.
5. Final plat is reviewed during the interim.
6. On Wednesday before 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 writes letter to developer and engineer/architect stating action of Planning Commission. The Department also forwards a “red-lined” copy of the plat to the Engineer for correction purposes.

The developer has one (1) year from date of final review to provide to the Planning Department the corrected plat, all appropriate documents and check for filing with Harris County.

After Final Approval

1. Developer submits to the Planning department:
 - 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
 - E. Business check, cashiers 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 Check for filing deed restrictions computed at **\$16.00** for the first page, plus **\$4.00** for Each additional page thereafter (if applicable)
2. Department verifies there are no outstanding City liens on the property.
3. If the city is accepting a right-of-way dedication on the plat, Department forwards a Request Summary for Council Agenda to City Secretary in order to place item on Council Agenda.
4. Friday before the City Council meeting, Department 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 with Harris County Map Records and (if applicable) deed restrictions filed with the Harris County Deed Records.
9. Memos are sent to Public Works, Permit, Traffic, Fire, Police, and Health Departments with copy of "as-filed" plat. Also, letters are mailed 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.

PLAT FORMAT REQUIREMENTS

Plat Checklist

- All drawings must be scaled to 24" x 36"
- Project boundary in bold weight, solid line
- Solid lot lines
- Bearings and distances
- Building setback lines
- Sequential lot and block numbering
- Preliminary plat only* - The location of any existing structures which are intended to remain after final plat recording
- Clearly indicate all existing and proposed easements
- Recording information for easements. Ordinance numbers for all street and alley vacations/closures
- Right-of-way lines clearly shown on plat
- City limits boundaries
- Identification of open spaces or HOA lots
- Identification of 100-year flood plain where applicable
- Adjacent property information (Owner name, recording volume and page, recorded lots)
- Lot areas and widths
- State plane coordinates at minimum 60% of property corners

Plat Format

Title Block

The Title Block should be located in the lower right corner of the plat and include the following information:

- Name of proposed subdivision
- Description according to the real property records of Harris County including acreage, survey and abstract number
- Total number of lots, blocks and reserves
- Plat preparation date (Month & Year)
- Surveyor/Engineer company name, company address, and phone number
- Owner/developer name, address, and phone number

North Arrow and Scale

North arrow, bar scale, scale (1 inch = 20 feet to 1 inch = 100 feet)
Located under vicinity map

Vicinity Map

Located in upper right corner of the plat
Labeled "NTS", north arrow, site clearly identified, sufficient detail to orient site location

Standard Certificates

- Surveyors/Engineers' Certification, sealed (All plats)
- Certificate of Ownership / Dedication with Notary block (All plats)
- City of Pasadena Planning Commission Approval Certificate (All plats)
- Harris County Clerk Certificate of Filing (All plats)
- Director of Public Works Certificate (only if there is a R.O.W. dedication by plat)
- Lienholder's Acknowledgement and Subordination Statement (All plats that have a lien)

Abbreviation Legend

Include all abbreviations and symbols used on plat

Standard Plat Notes

"All construction shall comply with City of Pasadena specifications"

"All finished floor elevations shall comply with City of Pasadena Ordinance 2007-113 and any subsequent amendments thereto"

**CITY OF PASADENA
PLANNING COMMISSION
2019 CALENDAR**

- Planning Commission meetings are held on the 2nd and 4th Monday of each month** at 6:00 p.m. in City Council Chambers.
- Deadlines apply to **ALL** applications subject to review by the Planning Commission.
- COMPLETE submittals for Planning Commission review are due in the Planning Department office **by 12:00 p.m. noon** on the Monday three (3) weeks prior to the desired meeting date. Incomplete submittals will not be accepted or scheduled for review by the Commission.
- Submission of plans by a particular submittal date does not guarantee automatic scheduling for a specific Commission meeting date.

Submittal Deadline 12:00 p.m.	1st Available Planning Commission Meeting
December 21*	January 14
January 7	January 28
January 22*	February 11
February 4	February 25
February 18	March 11
March 4	March 25
March 18	April 8
April 1	April 23*
April 23*	May 13
May 6	May 28*
May 20	June 10
June 3	June 24
June 17	July 8
July 1	July 22
July 22	August 12
August 5	August 26
August 19	September 9
September 3*	September 23
September 23	October 14
October 7	October 28
October 21	November 12*
November 18	December 9

*Some dates adjusted due to City Holidays

**NOTE: There will be no Planning Commission meeting the 4th Monday of November or December

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

The Basic Subdivision Ordinance governs the platting of property in the city of Pasadena. The Planning Commission has the final approval authority for plats.

3. If I own a property that is already platted into one lot can I sell off part of my lot without replatting?

No. The Texas Local Government Code and the city of Pasadena Subdivision Ordinance requires property to be subdivided through the platting process before it can be sold for the purpose of creating two or more parcels. A lot that is sold by a metes and bounds description only and has not been platted into a separate lot is not a legal lot of record.

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 appropriate 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.

7. What happens after I submit a plat?

- Following the submittal, the proposed plat is distributed to appropriate city departments for review to determine compliance with applicable city ordinances and distributed to outside entities such as utility companies to determine compliance with their requirements.
- The Planning department presents the plat to the Planning Commission at its regularly scheduled meeting. The Commission will then approve or deny the plat.
- After the plat receives preliminary approval, the applicant submits a final plat to the Planning Department that conforms with the required modifications, if any, as a part of the Commission's approval.
- The final plat is distributed again to city departments and utility companies to determine compliance.
- The city staff presents the final plat to the Planning Commission at its regularly scheduled meeting. The Commission will then approve or deny the plat.
- If the plat receives final approval, the applicant submits the signed mylar, filing fee and tax certificates to the Planning Department. Planning staff will obtain the required city signatures on the plat and then file the plat with the appropriate county clerk.

8. After the plat is approved how long do I have to file it before it becomes invalid?

A plat must be filed with the appropriate county clerk within twelve (12) months after final approval by the Planning Commission. After that time, the applicant must submit an application to the Planning Department to get their plat re-approved.



**CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT**

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 _____

APPLICATION TYPE* (CHECK ONE) *Please complete a new application for each action you request.

____ Preliminary Plat/Replat

____ Townhome Subdivision Plat

____ Final Plat/Replat

____ Multi-Family Site Plan Review

____ Amending Plat

____ Request for Annexation

____ Vacating Plat

____ Other - Specify: _____

PROPERTY INFORMATION

Street address or location of property: _____

Present use: ____ Residential ____ Commercial

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

Number of units proposed (multi-family) _____

Is the property subject to any liens, encumbrances or judgments? If yes, attach details ____ 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 _____



**CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT**

**PLAT APPLICATION
Thirty (30) Day Waiver Letter**

WAIVER LETTER

30-Day Processing Requirement for Plats
Texas Local Government Code Section 212.009

PLAT NAME (Print):

The Texas Municipal Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being submitted. A plat is considered approved by the municipal authority unless it is disapproved within that period.

Thirty (30) days is generally not enough time for a plat to be processed by City Staff and forwarded to the appropriate governing body for approval, therefore a waiver for this section of the State Code has been provided below. The waiver shall be signed by the property owner or property owner's agent.

If this waiver is not signed, it is likely that the plat will be forwarded to the appropriate governing body with a staff recommendation of denial within thirty (30) days of the application being accepted.

Signing of this waiver in no way slows the processing of the plat. Rather, it allows City Staff sufficient time to conduct a thorough review, time for the applicant to make revisions, and the necessary time to prepare the documents for approval by the appropriate governing body.

I hereby waive the statutory time limits in accordance with Section 212.009 of the Texas Local Government Code.

Signature of Owner / Agent _____ Date: _____

Printed Name: _____



**CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT**

PLANNING APPLICATION FEE SCHEDULE

APPLICATION TYPE	FEES
Pre-Application Conference	\$150.00
Preliminary Plat/Replat	\$500.00 plus \$5.00 per lot
Final Plat/Replat	\$500.00 plus \$5.00 per lot
Vacating Plat	\$500.00
Amending Plat	\$300.00
Extension of Plat Approval	\$150.00
Multi-Family (Apartments) Site Plan Review	\$500.00 plus \$5.00 per unit
Manufactured Home Park	\$500.00 plus \$5.00 per lot
Variance	\$400.00 per variance
Alternative Landscape Plan	\$200.00
Abandonment	\$1,000.00
Annexation	\$1,000.00

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

Effective Date: 9/1/18