



User Manual
Plat Tracker Application
Public Access

2025

DISCLAIMER

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Plat Tracker Public User Guide

2.0 Plat Tracker Summary

The City of Houston Plat Tracker System allows users to submit subdivision plat applications for review and presentation to the Houston Planning Commission and to follow the steps of the platting process in real-time. Other government agencies can also use Plat Tracker to share files and provide their comments to Planning Staff and Planning Commission.

3.0 Application Key Functions:

- An applicant uses Plat Tracker to electronically submit applications and supporting documents for land development reviews.
- Planning staff and regional agencies use Plat Tracker to review files, route information, communicate comments, and perform other key business processes relating to Houston area land development.
- The public can keep up with land development proposals in their neighborhoods by viewing and downloading Planning Commission agendas, spreadsheets regarding applications, meeting minutes, and more.

4.0 Overview of Application Process

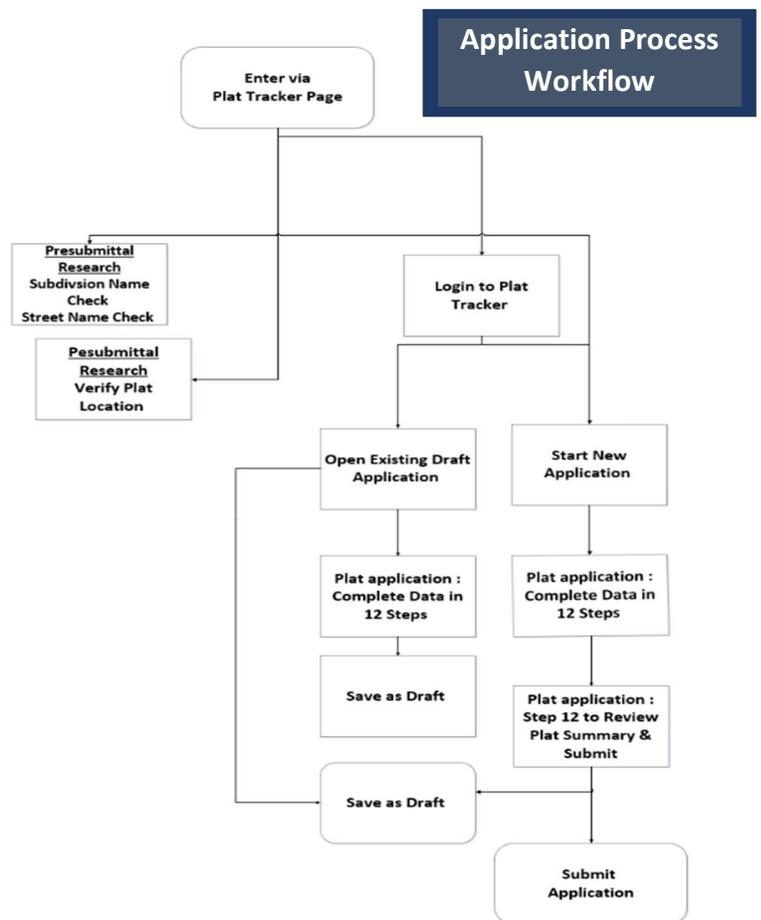
Any organization wishing to begin a land development project must first complete (and submit) a plat application via the Plat Tracker. The application is delivered electronically to the city's Department of Planning and Development for review, and it is ultimately forwarded to the Planning Commission for approval.

The diagram displays a high-level overview of the plat submittal process. Each flow symbol represents a grouping of steps. These are detailed in the sections to follow. The boxes labeled "Pre-Submittal Research" are performed outside of the plat application process. Although these are optional, if performed in advance of the plat application, they can save the user time in creating and/or reworking their application.

For instance, the subdivision name checks tool helps you determine a unique name for your subdivision. Similarly, the street name check tool verifies that your street name is unique. In addition, it allows you to reserve street names for your organization.

Note: a street name check is only necessary:

- a) If your application proposes new streets, and
- b) If your organization did not previously reserve street names to be used with this application.



5.0 Public Facing Portal Summary

The public can use Plat Tracker to stay informed about land development proposals in their neighborhoods, and to search for recently recorded subdivision plats in their area.

a. Submittal Processes for :

- A. Plat Applications
- B. Extension of Approval Request
- C. Subdivision Name Change Request
- D. Recordation Request

- E. Proposed Street Name
- F. Refund Request

b. Used and Accessible to:

- A. Public
- B. Registered Users
- C. Developers

6.0 Plat Tracker Portal Home Page Features

- A. Login Window to Plat Tracker.
- B. View Current Announcement Board Public notices pertaining to the Planning and Development Department
- C. View Public Links Public tools for land development.
- D. View User Resources to aid in Plat submittal and management.
- E. Review Pre-Check Tools access for Plat Tracker Street name and subdivision name check without logging in.
- F. Register for a new user/organization account.



7.0 Plat Tracker – Public Links and Resources

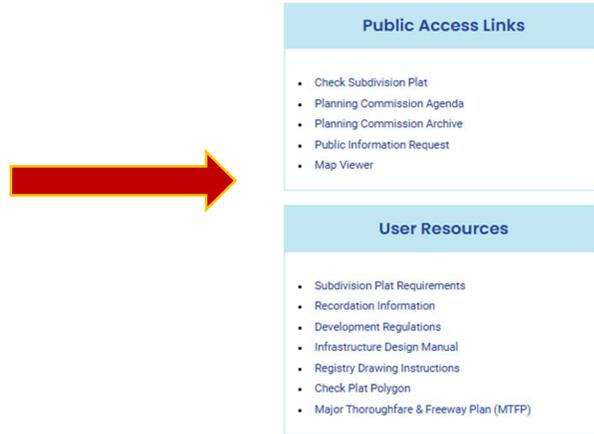
a. Public Links

- A. Check Subdivision Plat - Search submitted Plat applications.
- B. Planning Commission Agenda - Recent Agendas
- C. Planning Commission Archive – Archived Agendas and meeting minutes
- D. Public Information Request – Request for public Information
- E. Map Viewer - View public GIS maps of the Houston area including plats submitted, major roads, parcel data, city boundary, council districts, parks and more.

b. User Resources

- A. Subdivision Plat Requirements – Plat submittal requirements listed in Chapter 42, Division 2 of the Code of Ordinances.
- B. Recordation Information - Information about the subdivision plat recordation process.

- C. Development Regulations – Development Regulations information page
- D. Infrastructure Design Manual - Establishes basic criteria for engineers to design infrastructure in a manner acceptable to Houston Public Works
- E. Registry Drawing Instructions - Registry Addressing Layer Naming and Instructions
- F. Check Plat Polygon - Geographic reference tool to verify registry drawing.
- G. Major Thoroughfare & Freeway Plan (MTFP) - Information on Major Thoroughfare and Freeway Plan and amendment process



8.0 Public Searches

- A. Ability to search submitted applications by application number, subdivision name, application type, application status, Project name, appraisal district number, special exception, Variance, Reconsideration of requirement, council district, date submitted, Old Subdivision Name.
- B. Ability to sort all columns chronologically or alphanumerically.

Check Applications

Disclaimer:

The PlatTracker public search function has been provided by the City of Houston as a convenience. There are no warranties, express or implied, made by the City of Houston regarding the specific accuracy or completeness of the information. Accordingly, the City of Houston assumes no responsibility or liability for any errors or omissions made.

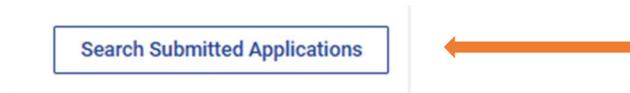
App No.	Subdivision Name	Application type	Application Status	Project Name	Appraisal District No.	Special Exception	Variance	Reconsideration of Requirement	Council District	Date Submitted	Old Subdivision Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search Submitted Applications"/>											
<input type="button" value="Export To Excel"/>											
App No. ↓	Subdivision Name	App Type	Application Status	Date Submitted	Applicant Name	Council District	Super Neighborhood	County Precinct	Agenda		
PT20250006	Spruce Way Sec 33 Drive	CSN	Being Reviewed	1/7/2025	Auriel LaCour				▼		
PT20250005	Agency Auto Assign Test Sec 3 Drive	CSR	Being Reviewed	1/7/2025	Auriel LaCour				▼		
PT20250004	Reverun Sec 3 Drive	C2	Being Reviewed	1/7/2025	Auriel LaCour				▼		

Steps :

- A. To view submitted Plat Applications click Check Subdivision Plat from previous home screen.
 - NOTE: Tool displays only applications with Application Status: Action for completed, updating action form or Being reviewed
- B. Search/sort by
 - Application Number
 - Subdivision Name
 - Application Type
 - Application Status
 - Project Name
- C. Search/sort by

- Special Exception
- Variance
- Reconsideration of Requirement
- Council District
- Date Submitted
- Old Subdivision Name

D. Select Search Submitted Application



A. Provide the ability to view application(s) subdivision information, Plat Data, Location & Contracts, and all associated documents.

Subdivision
Plat Data
Location & Contacts
Documents
Other Submissions

B. Provides view of all related applications

Previous Application Info

App No	Subdivision Name	Submit Date	Organization	Status	Application Type	Special Request
2025-0003	Ror Test	02/20/2025	Quest Org	Being Reviewed	C1	Reconsideration of Requirement

Related Applications

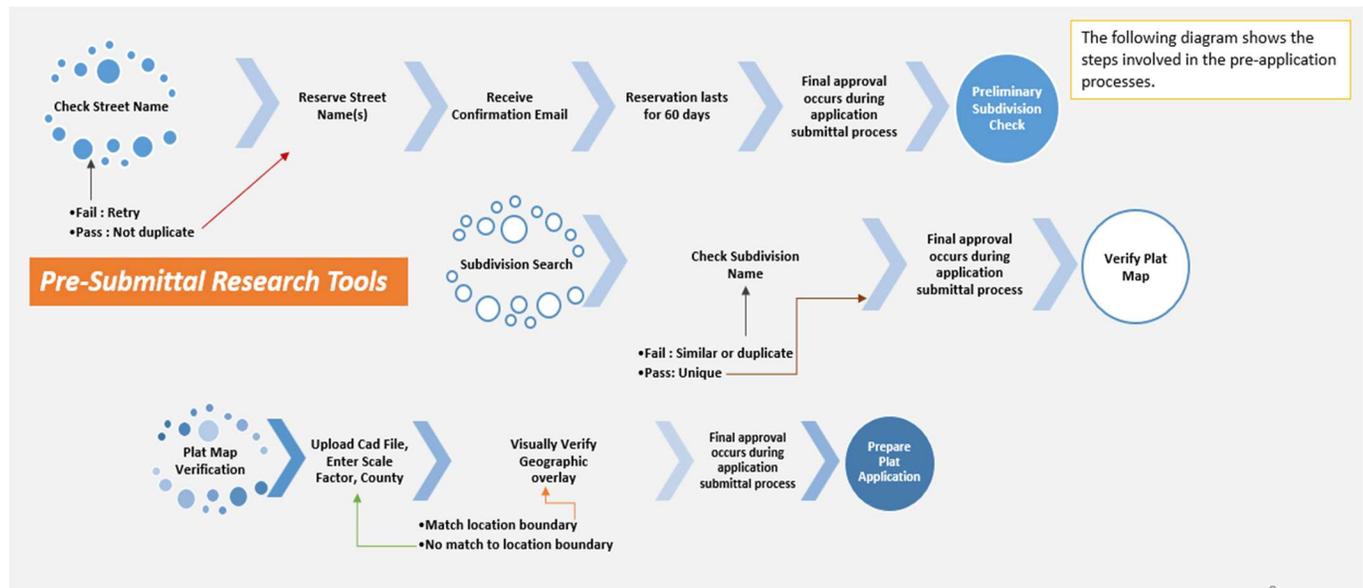
App No.	Subdivision Name	Date Submitted	Organization	Application Status	Application Type	Special Request
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There are no records to display.

Reconsideration

Specific Variance Requirement	Chapter 42 Section	Created On
Per CPC101 markup of Crosby Farms Sec 4 (2024-1019), City of Houston Planning Staff provided a requirement to record the extension of Olympic Harbor Drive to intersect with F.M. 2100 prior to or simultaneous with Section 4. This Reconsideration of Requirement seeks to remove this CPC101 requirement.	42-120(a)(2)	3/4/2025 9:40 AM

9.0 Plat Tracker – Overview Pre-Submittal Research Tool



a. Plat Tracker – Street Name Check

The check street names tool is useful for researching new street names intended for your project. This tool is available to all Plat Tracker users as well as the public user without login. After logging into Plat Tracker, the street name check tool can be found under the menu 'Plat Submittal/Check & Reserve Street Name' (to Reserve Street Names). As a public user you can find the tool located at the bottom of the Plat Tracker Home page under Pre-check tools.

Note: The proposed street name you submit with your application will also be verified manually by the Department of Planning and Development. The purpose of the tool is to check for any duplicates or close sound-alike names in Plat Tracker. The acts of reserving a street name and/or viewing reserved names requires that the user be logged into Plat Tracker.

Steps:

- A. Check Base Street Name - To check a base street name complete all required fields.
- B. Click the Add Base Street Name button to check its availability.
 - Mandatory Fields: Street name, street type
- C. Select check street name

Street Name Check

A street naming guidelines document can be downloaded by clicking on the following link: [Street Naming Guide](#)

To add a street name or names to be checked, please enter the requested information below, then click the Check Proposed Street Names.

Street Name

Add Street Name

A full street name is typically composed of up to 4 parts: a directional prefix, base street name, street type (or suffix), and a directional suffix. Only the base street name and street type are required. As an example, consider the street name N Shepherd Drive. In this name, the "N" is the directional prefix, the "Shepherd" is the base street name, and the "Drive" is the street type. It is also possible that a directional suffix might fall after the street type.

In order to facilitate the best possible emergency response, no new street name can duplicate an existing street name that is already found in our City Address Point or Roads data, or a street that has been reserved by plat applicant. In addition, it is important that the base street name not contain any of the approved street types (often also called suffixes). It is also important that no proposed street name sound too much like an existing street name. This is a research tool only. Your research will not reserve any name. Only a plat approval will reserve names.

The City is providing a tool to help plat applicants conduct street name research. This tool will check a proposed street name or set of street names against all existing street names found in the City's Address Point and Roads data. Specifically, this tool performs the following four tests:

* Do any of the words in the proposed base street name match one of the allowed street types (suffixes)? If so, the proposed name will be rated as a "Fail". Otherwise, it will be rated a "Pass".

* Does the last portion of the last word of the proposed base street name match one of the allowed street types (suffixes)? If so, the proposed name will be rated as a "Fail". Otherwise, it will be rated a "Pass".

* Does the proposed street name duplicate any existing street name in the city's data? If so, the proposed name will be rated as a "Fail". Otherwise, it will be rated a "Pass". Does the proposed street name have any close sound-alikes relative to existing street names in the city's data? If so, the proposed name will be rated as a "Possible Fail Subject to Later Planner Review". Otherwise, it will be rated a "Pass".

The proposed name must pass each of the first 3 tests. In addition, if any sound-alikes identified are too close to the proposed street name (when said aloud), the Check-In planner will likely reject that name. That is why this test returns a Probably Fail response. The applicant might be best advised to come up with a different name rather than to try to submit a sound-alike name. It is suggested that a checked street name PDF be submitted with the initial Plat Tracker submission.

Street Name Check

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To add a street name or names to be checked, please enter the requested information below, then click the Check Proposed Street Names.

Street Name

Add Street Name

Street Name

Spruce Way

Delete

Check Street Name

A full street name is typically composed of up to 4 parts: a directional prefix, base street name, street type (or suffix), and a directional suffix. Only the base street name and street type are required. As an example, consider the street name N Shepherd Drive. In this name, the "N" is the directional prefix, the "Shepherd" is the base street name, and the "Drive" is the street type. It is also possible that a directional suffix might fall after the street type.

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To add a street name or names to be checked, please enter the requested information below, then click the Check Proposed Street Names.

Street Name

Add Street Name

Street Name	Street Type Test1	Street Type Test2	Duplicate Name Found	Sound-alike Name Found
Spruce Way	Warning: Street Type Word(s) In Street Name	Pass: Last Word Not End With Directional Suffix like 'N', 'E', 'NW', 'North'	Yes	Yes

A full street name is typically composed of up to 4 parts: a directional prefix, base street name, street type (or suffix), and a directional suffix. Only the base street name and street type are required. As an example, consider the street name N Shepherd Drive. In this name, the 'N' is the directional prefix, the 'Shepherd' is the base street name, and the 'Drive' is the street type. It is also possible that a directional suffix might fall after the street type.

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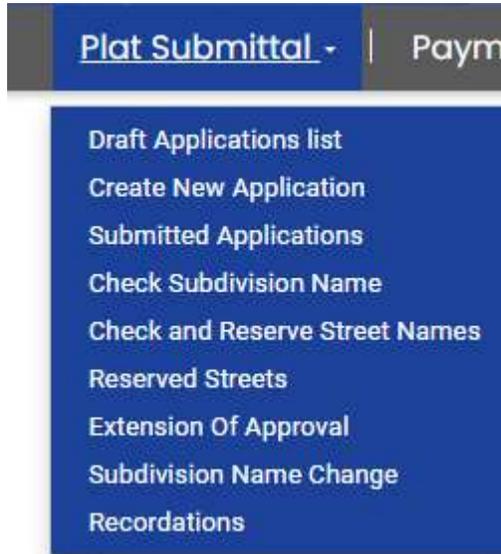
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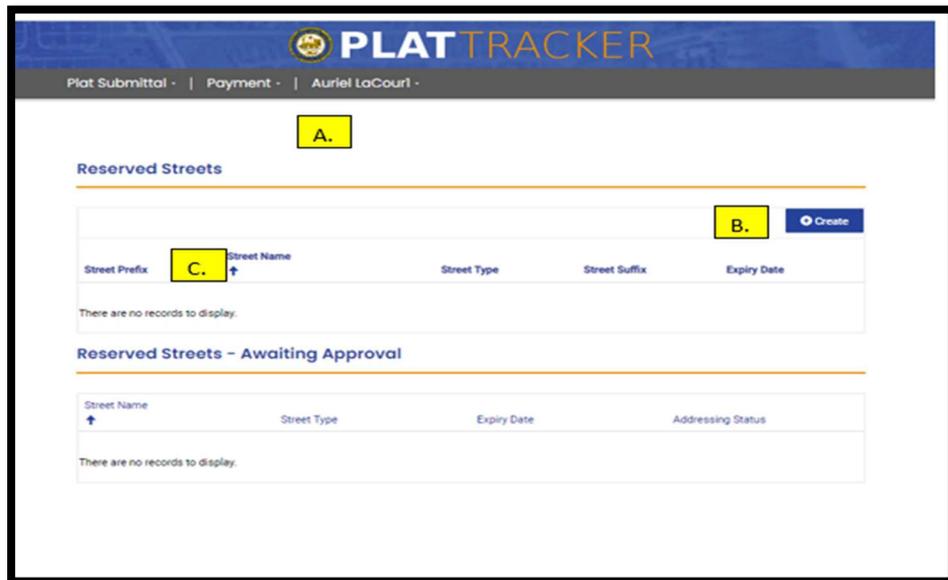
b. Plat Tracker – Street Name Check Rules - Valid Street Name Tests as logged in user

A valid name must pass the following tests. If the first three tests result in a "PASS", then the street name must receive final approval from the planner. If any one of the four tests "FAIL", the street name cannot be used. There are two tabs under plat submittal related to street name check, Check and Reserve Street names and Reserved Street names available to logged in users.

- A. Street Type Test 1 - The first word in the base name is not a directional prefix.
- B. Street Type Test 2 - The last word in the base name is not a directional suffix.
- C. Duplicate Name Test - To facilitate the best possible emergency response, no new street name can duplicate an existing street name that is already found in city address point or roads data. In addition, it cannot match a street that has been reserved by another plat applicant.
- D. Sound -Alike Name Test – the Planning Department will make Final determination of usage.
- E. To reserve a street name a user must be registered and logged into the applicant portal. A street name can only be reserved for 60 days.
 1. Under Plat submittal tab select Check and Reserve Street Names – This function provides users of an organization the ability to check and reserve a street for later use in a Plat application and view all reserved streets.
 2. Note that the proposed street name you submit with your application will also be verified manually by the Department of Planning and Development. The purpose of the tool is to check for any close sound-alike names in Plat Tracker. For the detailed explanation, see the 'Valid Street Name Test' section (see below).



- A. The Page displays previously reserved streets and any requested reserved streets that are still pending approval by planning
- B. To create a new reserved street request, select “create.”
- C. You can filter street names by selecting the icon.



- A. Complete all required fields *
- B. Select Check Proposed Street Name

- A. Enter the proposed street name.
- B. You have the option to select check proposed street name or reserve a unique name.
- C. The system will display warnings if there are any issues in your entry.
- D. The solution will display your request in one of the applicable sections below.
 - Awaiting planner review
 - Reserved Street Names

c. Plat Tracker – Subdivision Name Check

The Plat Tracker subdivision name check tool helps you find a unique subdivision name for your project. This tool is available to all Plat Tracker users as well as the public. For access prior to login, open the Plat Tracker portal page, and click the link: 'Plat Tracker Public Links/ Check Subdivision Name in the Pre-check Tools' at the bottom of the Home page'.

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.

Selecting a Unique Subdivision Name: To verify uniqueness, type the proposed name or any part of the name into the 'Subdivision Name' box. Click the 'Search Name' button to display the results Similar or Duplicate Subdivision Names list. Note that the listing may display a previous application for this property. In that case, the name is not considered duplicate in Plat Tracker if it is selected as a previous application while submitting the new plat. This is handled during the application process.

Steps :

- A. Type in your preferred subdivision name
- B. Select "Check Name" the program will show you names that have already been used, or that are like your preferred name.



Subdivision Name Check

A Subdivision Naming Guide can be found 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 Guidelines Page 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 Name button

Subdivision Name

Disclaimer: The Subdivision Name Check Results Table is a research tool for searching our subdivision name database. Any subdivision name listed in the table has been used and cannot be used again. All subdivision plat names must be unique. The tool will allow you to create a unique subdivision name that has not been used previously. Determination of a unique subdivision name through this research does not reserve that name for your use later. The only way to keep this unique subdivision name is to file a subdivision plat with this name. You may be denied the use of a subdivision name should the reviewing Planner determine that there are issues relative to the Subdivision Naming Guidelines or other similarity issues to other names that may affect the public's health, safety and welfare.

Subdivision Name Check

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

Subdivision Name

System Analysis : Similar or Duplicate Subdivision Names

Application Name	Subdivision Name	Submit Date	Application Status	Application Type	Special Request
2024-0149	Spruce Way Sec 3	09/26/2024	Being Reviewed	Class 1 subdivision plat (C2)	

Disclaimer: The Subdivision Name Check Results Table is a research tool for searching our subdivision name database. Any subdivision name listed in the table has been used and cannot be used again. All subdivision plat names must be unique. The tool will allow you to create a unique subdivision name that has not been used previously. Determination of a unique subdivision name through this research does not reserve that name for your use later. The only way to keep this unique subdivision name is to file a subdivision plat with this name. You may be denied the use of a subdivision name should the reviewing Planner determine that there are issues relative to the Subdivision Naming Guidelines or other similarity issues to other names that may affect the public's health, safety and welfare.

d. Subdivision Naming Standards Quick Reference

Names must be unique unless the subdivision is part of a previous application in Plat Tracker. Below is a list of subdivision naming standards.

1. Meet the current Chapter 42 standard.
2. No punctuation or symbols (i.e. no commas, no periods, no &, no @, no -).
3. No articles at the beginning of plat names (i.e. "A" and "The")
4. No full names of a person (e.g. Robert Jones Subdivision).
5. No numbers at beginning of name.
6. No street addresses in the subdivision name.
7. No street intersections as subdivision name (i.e. Southeast corner of Smith Dr and Johnson Street).
8. No lot and block as subdivision name.
9. Word abbreviations must be spelled out unless commonly known.
10. Street Dedication Plat format: Name of Street + limits of street dedication (from/to) + STD (e.g. Willow Street from Market Street to Hardy Drive STD).
11. School format: District Name + Name of School (e.g. HISD Harvard Elementary School, Fort Bend ISD, or Flamur Elementary School).
12. MUD format: County Name/Development Name + District Name + Service (i.e. Harris County MUD no 10 Water Plant no 4).
13. Replat format: partial replats of single-family subdivisions with separately filed deed restrictions must be sequentially numbered referring to the original plat name.

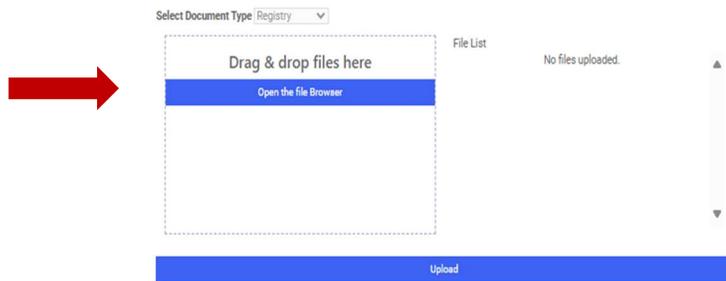
e. Plat Tracker – Check Plat Polygon

Provides applicants with a way to verify the geographic correctness of their CAD drawing outside of the plat application process. The tool is under User Resources. Click the Check Plat Polygon link under User Resources and upload CAD Drawing of the Registry.

Steps :

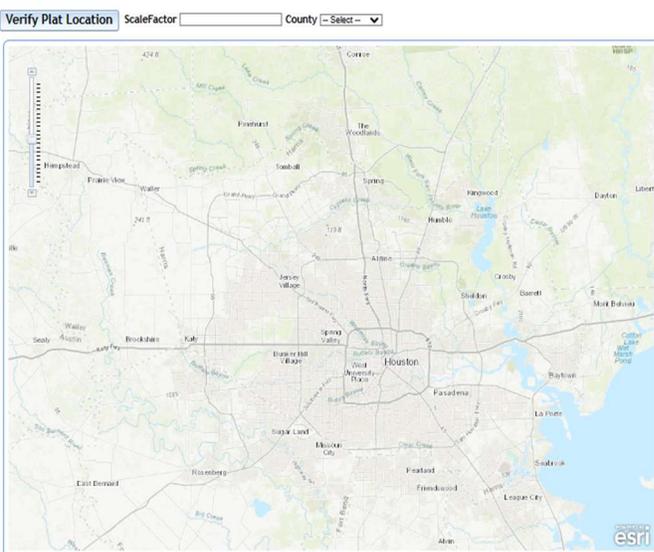
- A. Upload CAD drawing.
- B. Data
 - Enter Scale Factor
 - Select County
- C. Select Verify Plat Location
 - The system will display the result in yellow with green dot dash boundary.

A. Check Plat Polygon



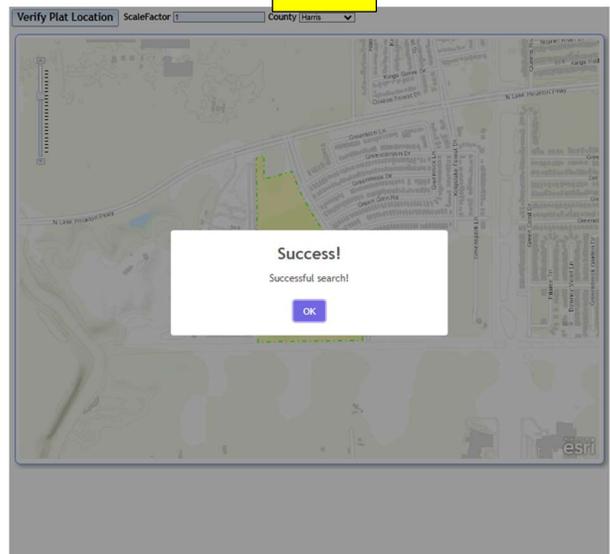
Check Plat Polygon

B.



Check Plat Polygon

C.



Check Plat Polygon



D.

f. Plat Tracker – CAD File Guidance

Located in the portal under Registry Drawing Instruction.

https://www.houstontx.gov/planning/docs_pdfs/registry_instr.pdf