

User Manual **Plat Tracker Application**

Public Access

2025

DISCLAIMER

While every effort has been made to ensure the accuracy and completeness of the information included in this document, no guarantee is given, or response for errors and omissions.

© 2025 copyright, Maintained by the Planning & Development Department of the City of Houston. All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, without the prior written permission of the publisher. For permission requests, contact the City of Houston.

Planning & Development 611 Walker Street, 6th Floor Houston, TX 77002 Phone: 832.393.6600 planningdepartment@houstontx.gov

| 1.0 Contents | |
|--|--|
| Plat Tracker Summary | 4 |
| Application Key Functions: | 4 |
| Overview of Application Process | 4 |
| Public Facing Portal Summary | 4 |
| . Submittal Processes for : | 4 |
| . Used and Accessible to: | 5 |
| Plat Tracker Portal Home Page Features | 5 |
| Plat Tracker – Public Links and Resources | 5 |
| Public Links | 5 |
| . User Resources | 5 |
| Public Searches | 6 |
| Plat Tracker – Overview Pre-Submittal Research Tool | 8 |
| . Plat Tracker – Street Name Check | 8 |
| . Plat Tracker – Street Name Check Rules - Valid Street Name Tests as logged in user | |
| Plat Tracker – Subdivision Name Check | |
| . Subdivision Naming Standards Quick Reference | 14 |
| . Plat Tracker – Check Plat Polygon | 15 |
| Plat Tracker – CAD File Guidance | 16 |
| | 1.0 Contents Plat Tracker Summary Application Key Functions: Overview of Application Process Public Facing Portal Summary Submittal Processes for : Used and Accessible to: Plat Tracker Portal Home Page Features Plat Tracker – Public Links and Resources Public Links User Resources Public Searches Plat Tracker – Overview Pre-Submittal Research Tool Plat Tracker – Street Name Check Plat Tracker – Street Name Check Rules - Valid Street Name Tests as logged in user Plat Tracker – Subdivision Name Check Subdivision Naming Standards Quick Reference Plat Tracker – Check Plat Polygon Plat Tracker – CAD File Guidance |

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, andb) 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.

| In for review and presentation to the Houston Planning C an also use PlatTracker to share files and provide their con ed about land development proposals in their neighborhood Public Access Links |
|--|
| Public Access Links |
| Check Subdivision Plat |
| Planning Commission Agenda Planning Commission Archive Public Information Request Map Viewer |
| User Resources |
| Subdivision Plat Requirements Recordation Information Development Regulations Infrastructure Design Manual Registry Drawing Instructions Check Plat Polygon Major Thoroughfare & Freeway Plan (MTFP) |
| |

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.

| песк А | pplications | | | | | | | | | | | |
|------------------------------------|---------------------------------|--------------------------------|-------------------------|---------------------------|-----------------------------------|-------------------------------------|-------------------------------|-----------------------------|---------------------------|-----------------------------|--------------------------------|-------------------------|
| claimer: PlatTracker pul | blic search function has been p | rovided by the City of Houston | as a convenience. There | are no warranties, expres | s or implied, made by the City of | Houston regarding the specific accu | racy or completeness of the i | nformation. Accordingly, th | e City of Houston assumes | no responsibility or liabil | ity for any errors or omission | s made. |
| o No. | Subdivision Name | Application type | Application Status | Project Name | Appraisal District No. | Special Exception Variance Reco | onsideration of Requirement | Council District | Date Submitted | Old Subdivision Name | | |
| r | Ŧ | T v | Ŧ | ▼ Ţ | Ŧ | □ Yes □ Yes □ Y | es | Ŧ | y | Ŧ | | |
| | | | | | | | | | | | | Search Submitted Applic |
| | | | | | | | | | | | | Expo |
| io. 🕇 | | Subdivision Name | A | рр Туре | Application Status | Date Submitted | Applicant Name | Council Distri | ct Super | Neighborhood | County Precinct | Agenda |
| 50006 | | Spruce Way Sec 33 Drive | C | 3N | Being Reviewed | 1/7/2025 | Auriel LaCour | | | | | |
| 50005 | | Agency Auto Assign Test Sec | 3 Drive C | 3R | Being Reviewed | 1/7/2025 | Auriel LaCour | | | | | |
| | | | | | 12100-0200-0100 | | | | | | | |

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

Search Submitted Applications

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 | ť |
| | | | | | | | |
| | | | | | | | |
| elated Application | S | | | | | | |
| App No. 🕈 | Subdivision Name | Date Submitted | Organization | Application Status | Application Type | Special Request | |
| There are no records to display. | | | | | | | |
| | | | | | | | |
| econsideration | | | | | | | |
| Specific Variance Requirement | | Chapter 42 Section | | Created On ↑ | | | |
| Per CPC101 markup of Crosby Fa Planning Staff provided a requirer Harbor Drive to intersect with F.M 4. This Reconsideration of Requir | rms Sec 4 (2024-1019), City of Houston ment to record the extension of Olympic . 2100 prior to or simultaneous with Section ement seeks to remove this CPC101 | 42-120(a)(2) | | 3/4/2025 9:40 AM | | | |



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

| A street naming quidelines 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 F | Proposed Street Names | |
| | | | |
| eet Name | bbA | Street Name | |
| | | | |
| A full strast same is tunically composed of up to 4 parts: a directional crafy, have strast | at name street tune (or suffic |) and a disastional suff | iv. Only the base |
| street name and street type are required. As an example, consider the street name N S 'Shepherd' is the base street name, and the 'Drive' is the street type. It is also possible | channe, street type (or sum hepherd Drive. In this name, t that a directional suffix migh | the "N" is the directional son the fall after the street ty | l prefix, the pe. |
| In order to facilitate the best possible emergency response, no new street name can di Address Point or Roads data, or a street that has been reserved by plat applicant. In a approved street types (often also called sufficies). It is also important that no proposed research tool only. Your research will not reserve any name. Only a plat approval will re | uplicate an existing street nar ddition, it is important that the d street name sound too muck serve names. | me that is already found base street name not h like an existing street | d in our City contain any of the name. This is a |
| The City is providing a tool to help plat applicants conduct street name research. This all existing street names found in the City's Address Point and Roads data. Specifically | tool will check a proposed str , this tool performs the follow | reet name or set of stre ving four tests: | et names against |
| * Do any of the words in the proposed base street name match one of the allowed name will be rated as a "Fail". Otherwise, it will be rated a "Pass". | l street types (suffixes)? If so, | the proposed | |
| * Does the last portion of the last word of the proposed base street name match of the proposed name will be rated as a "Fail". Otherwise, it will be rated a "Pass". | ne of the allowed street types | s (suffixes)? If so, | |
| * Does the proposed street name duplicate any existing street name in the city's d Otherwise, it will be rated a "Pass". Does the proposed street name have any close sou If so, the proposed name will be rated as a "Possible Fail Subject to Later Planner Revie | ata? If so, the proposed name ind-alikes relative to existing a ew". Otherwise, it will b | e will be rated as a street names i be rated a "Pass". | "Fail". n the city's data? |
| The proposed name must pass each of the first 3 tests. In addition, if any sound-alikes aloud), the Check-In planner will likely reject that name. That is why this test returns a f | a identified are too close to th Probably Fail response. The a | e proposed street name opplicant might be best | e (when said advised to come |
| p with a different name rather than to try to submit a sound-alike name. It is suggeste racker submission. | ed that a checked street name | e PDF be submitted wit | h the initial Plat |
| | | | |
| | | | |
| | | | |
| reet Name Check | | | |
| reet Name Check | | | |
| | nk- Straet Namin Guida | | |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b | nk: Street Naming Guide | opposed Street Names | |
| FGET NAME Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b | nk: Street Naming Guide below, then click the Check Pr | oposed Street Names. | |
| reet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b eet Name | nk: Street Naming Guide below, then click the Check Pr | oposed Street Names. Street Name | |
| Treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b eet Name | nk: Street Naming Guide below, then click the Check Pr | oposed Street Names. Street Name | |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name | nk: Street Naming Guide below, then click the Check Pr | oposed Street Names. | |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Spruce Way | nk: Street Naming Guide below, then click the Check Pr | oposed Street Names. Street Name Delete | |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b reet Name Street Name Check Street Name | nk: Street Naming Guide below, then click the Check Pr | oposed Street Names. Street Name Delete | |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Check Street Name A full street name is twicely composed of up to 4 parts a discrimed prof. | nk: Street Naming Guide below, then click the Check Pr | oposed Street Names. Street Name | |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Check Street Name A full street name and street type are required. As an example, consider the street name N Sh 'Shepherd' is the base street name, and the 'Drive' is the street type. It is also possible | nk: Street Naming Guide below, then click the Check Pr Add s Add s t name, street type (or suffix), hepherd Drive. In this name, th that a directional suffix might | oposed Street Names. Street Name Delete , and a directional suffix e 'N' is the directional fall after the street type | . Only the base prefix, the e. |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Check Street Name A full street name is typically composed of up to 4 parts: a directional prefix, base strees treet name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name N Sh "Shepherd" is the base street name, and the "Drive" is the street type. It is also possible In order to facilitate the best possible emergency response, no new street name can du Address Point or Road data, or a street that has been reserved by plat applicant. In ad approved street types (often also called suffixes). It is also important that no proposed approved street types (often also called suffixes). It is also important that no proposed treeserch tool not, Your research will not receive any name. Only a plat approval will res | nk: Street Naming Guide below, then click the Check Pr Add s Add s t name, street type (or suffix), hepherd Drive. In this name, th that a directional suffix might plicate an existing street nam diston, it is important that the street name sound too much erve names. | oposed Street Names. Street Name Delete , and a directional suffix e 'N' is the directional fall after the street type te that is already found base street name not o like an existing street n | . Only the base prefix, the e. in our City ontain any of the ame. This is a |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Check Street Name A full street name is typically composed of up to 4 parts: a directional prefix, base stree street name and street type are required. As an example, consider the street name on Sh 'Shepherd' is the base street name, and the 'Drive' is the street type. It is also possible In order to facilitate the best possible emergency response, no new street name on du Address Point or Roads data, or a street that has been reserved by plat applicant. In adu approved street types (often also called suffixes). It is also important that no proposed search tool only. Your research will not research only a plat approval will res The City is providing a tool to help plat applicants conduct street name reserved. This to all existing street names found in the City's Address Point and Roads data. Specifically. | nk: Street Naming Guide below, then click the Check Pr Add st Add st t name, street type (or suffix), hepherd Drive. In this name, th that a directional suffix might plicate an existing street nam diston, it a important that the street name sound too much erve names. soll will check a proposed stre this tool performs the followi | oposed Street Names. Street Name Delete and a directional suffix is the directional fall after the street type that is already found base street name not co like an existing street n wet name or set of streeg ng four tests: | . Only the base prefix, the e. in our City ontain any of the ame. This is a t names against |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Check Street Name A full street name is typically composed of up to 4 parts: a directional prefix, base strees treet name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name is typically composed of up to 4 parts: a directional prefix, base street street name and street type are required. As an example, consider the street name is typically composed of up to 4 parts: a directional prefix, base street is three to facilitate the best possible emergency response, no new street name can du Address Point or Road data, or a street that has been reserved by plat applicant. In ad approved street types (often also called suffixes). It is also important that no proposed treesearch tool only. Your research will not reserve any name. Only a plat approval will res The City is providing a tool to help plat applicants conduct street name research. This to all existing street names froud in the City's Address Point and Roads data. Specifically, * Do any of the words in the proposed base street name match one of the allowed i name will be rated as a "Fail". Otherwise, it will be rated a "Pass". | nk: Street Naming Guide below, then click the Check Pr Add s Add s t name, street type (or suffix), hepherd Drive. In this name, th that a directional suffix might plicate an existing street nam diston, it is important that the street names sound too much erve names. sol will check a proposed stree this sool performs the followi street types (suffixes)? If so, t | oposed Street Names. Street Name Delete and a directional suffix e 'N' is the directional fall after the street type that is already found base street name not co like an existing street n we that is already found the street type that is already found the street type the street type type the street type the street type the street type the street type the street type type type the street type the stre | . Only the base prefix, the e. in our City ontain any of the ame. This is a t names against |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Check Street Name A full street name is typically composed of up to 4 parts: a directional prefix, base street street name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name and street type are required. As an example, consider the street name and M Address Point or Road data, or a street that has been reserved by plat applicant. In add approved street types (often also called suffixes). It is also important that no proposed research tool only. Your research will not rever any name. Only a plat approval will res The City is providing a tool to help plat applicants conduct street name research. This to a lexisting street name found in the City's Address Point and Roads data. Specifically. * Do any of the words in the proposed base street name match one of the allowed i name will be rated as a "Fail". Otherwise, it will be rated a "Pass". | nk: Street Naming Guide below, then click the Check Pr Add st Add st t name, street type (or suffix), hepherd Drive. In this name, th that a directional suffix might plicate an existing street nam diston, it is important that the street names sound too much erve names. sool will check a proposed street this tool performs the follow street types (suffixes)? If so, t e of the allowed street types i | oposed Street Names. Street Name Delete and a directional suffix e 'N' is the directional fall after the street type that is already found base street name not co like an existing street n like an existing street n et name or set of street ng four tests: the proposed (suffixes)? If so, | . Only the base prefix, the e. in our City ontain any of the ame. This is a t names against |
| treet Name Check A street naming guidelines document can be downloaded by clicking on the following li To add a street name or names to be checked, please enter the requested information b treet Name Street Name Check Street Name Check Street Name A full street name is typically composed of up to 4 parts: a directional prefix, base street street name and street type are required. As an example, consider the street name N Spruce Way Check Street Name In order to facilitate the best possible are required. As an example, consider the street name and street type are required. As an example, consider the street name N Shepherd' is the base street name, and the 'Drive' is the street type. It is also possible In order to facilitate the best possible are street, is a been reserved by plat applicant. In add approved street types (often also called suffixes). It is also important that no proposed research tool only. Your research will not reserve any name. Only a plat approval will res The City is providing a tool to help plat applicants conduct street name research. This to all existing street names found in the City's Address Point and Roads data. Specifically, * Do any of the words in the proposed base street name match one of the allowed i 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 the proposed name will be rated as "Fail". Otherwise, it will be rated a "Pass". * Does the proposed street name Auglicate any existing street name in the city's d Otherwise, it will be rated as "Pass". Does the proposed street name harde and the othy to d Otherwise, it will be rated as "Possible Fail Subject to Later. Planner Revie | nk: Street Naming Guide below, then click the Check Pr Add st have been been been been been been been be | oposed Street Names. Street Name Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete of the directional fail after the street type the that is already found base street name not of like an existing street n det name or set of street ng four tests: the proposed (suffixes)? If so, will be rated as a retet names in rated a "Pass". | . Only the base prefix, the e. in our City ontain any of the anne. This is a t names against t names against t names against |

| A street naming guide | lines document can be downloaded by | y clicking on the following link: Sti | reet Naming Guide | |
|--|---|--|--|--|
| To add a street name | or names to be checked, please enter | the requested information below, | then click the Check Proposed | d Street Names. |
| | | | | |
| Street Name | | | | |
| | | | Add Street M | 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 | Yes | Yes |
| A full street name is ty street name and stree 'Shepherd' is the base | rpically composed of up to 4 parts: a d t type are required. As an example, cor • street name, and the "Drive" is the str | directional prefix, base street nam nsider the street name N Shepher reet type. It is also possible that a | e, street type (or suffix), and a d Drive. In this name, the "N" is directional suffix might fall aft | directional suffix. Only the base s the directional prefix, the ter the street type. |
| A full street name is ty street name and stree 'Shepherd' is the base In order to facilitate th Address Point or Road approved street types research tool only. You The City is providing a | pically composed of up to 4 parts: a d t type are required. As an example, co street name, and the "Drive" is the str e best possible emergency response, is data, or a street that has been reser (often also called suffixes). It is also is ar research will not reserve any name. | lirectional prefix, base street nam nider the street name N Shepher eet type. It is also possible that a no new street name can duplicat wed by plat applicant. In addition, mportant that no proposed street Only a plat approval will reserve n tract name sanaarch. This tool wil | e, street type (or suffix), and a d Drive. In this name, the 'N' is directional suffix might fall aff e an existing street name that it is important that the base s name sound too much like an iames. | directional suffix. Only the base s the directional prefix, the ter the street type. is already found in our City treet name not contain any of the existing street name. This is a |
| A full street name is ty street name and stree "Shepherd" is the base In order to facilitate th Address Point or Road approved street types research tool only. You The City is providing a all existing street name | rpically composed of up to 4 parts: a d type are required. As an example, cor street name, and the "Drive" is the str e best possible emergency response, Is data, or a street that has been reser (often also called suffixes). It is also is ur research will not reserve any name. tool to help plat applicants conduct s es found in the City's Address Point ar | lirectional prefix, base street nam nsider the street name N Shepher eet type. It is also possible that a no new street name can duplicat ved by plat applicant. In addition, mportant that no proposed street Only a plat approval will reserve n treet name research. This tool wil nd Roads data. Specifically, this to | e, street type (or suffix), and a d Drive. In this name, the 'N' is directional suffix might fall aff e an existing street name that it is important that the base si name sound too much like an armes. I check a proposed street nam sol performs the following fou | directional suffix. Only the base s the directional prefix, the ter the street type. is already found in our City treet name not contain any of the existing street name. This is a ne or set of street names against r tests: |
| A full atreet name is ty street name and stree "Shepherd" is the base In order to facilitate th Address Point or Road approved street types research tool only. You The City is providing a all existing street nam * Do any of the win name will be rat | rpically composed of up to 4 parts: a d stype are required. As an example, cor e street name, and the "Drive" is the str e best possible emergency response, is data, or a street that has been reser (often also called suffixed). It is also is ur research will not reserve any name. tool to help plat applicants conduct s es found in the City's Address Point ar ords in the proposed base street name ed as a "Fail". Otherwise, it will be rate | lirectional prefix, base street nam nsider the street name N Shepher eet type. It is also possible that a no new street name can duplicat ved by plat applicant. In addition, mportant that no proposed street Only a plat approval will reserve n treet name research. This tool wil nd Roads data. Specifically, this to e match one of the allowed street d a "Pass". | e, street type (or suffix), and a d Drive. In this name, the 'N' is directional suffix might fall aff e an existing street name that it is important that the base s name sound too much like an iames. I check a proposed street nam ool performs the following fou types (suffixes)? If so, the prop | directional suffix. Only the base s the directional prefix, the ter the street type. is already found in our City treet name not contain any of the nexisting street name. This is a ne or set of street names against r tests: posed |
| A full street name is ty street name and stree "Shepherd" is the base In order to facilitate th Address Point or Roac approved street types research tool only. You The City is providing a all existing street nam * Do any of the win name will be rat * Does the last po the proposed name | pically composed of up to 4 parts: a d it type are required. As an example, co e street name, and the "Drive" is the str e best possible emergency response, is data, or a street that has been reser (often also called suffixes). It is also is ur research will not reserve any name. tool to help plat applicants conduct s es found in the City's Address Point ar ords in the proposed base street name ed as a "Fail". Otherwise, it will be rate tion of the last word of the proposed i me will be rated as a "Fail". Otherwise, | lirectional prefix, base street nam nider the street name N Shepher reet type. It is also possible that a no new street name can duplicat ved by plat applicant. In addition, mportant that no proposed street Only a plat approval will reserve n treet name research. This tool wil nd Roads data. Specifically, this to a match one of the allowed street d a "Pass". base street name match one of th it will be rated a "Pass". | e, street type (or suffix), and a d Drive. In this name, the 'N' if directional suffix might fall aff is an existing street name that it is important that the base is name sound too much like an names. I check a proposed street nam sol performs the following fou types (suffixes)? If so, the pro- te allowed street types (suffixe | directional suffix. Only the base s the directional prefix, the ter the street type. is already found in our City treet name not contain any of the sexisting street name. This is a ne or set of street names against r tests: posed es)? If so, |
| A full street name is ty street name and stree "Shepherd" is the base In order to facilitate th Address Point or Road approved street types research tool only. You The City is providing a all existing street nam * Do any of the winname will be rat * Does the last point the proposed name * Does the proposed name fiso, the proposed name fiso, the proposed name | pically composed of up to 4 parts: a d stype are required. As an example, con estreet name, and the "Drive" is the str e best possible emergency response, da data, or a street that has been reser (often also called suffixee). It is also is ur research will not reserve any name. tool to help plat applicants conduct s es found in the City's Address Point ar ords in the proposed base street name ed as a "Fail". Otherwise, it will be rate tion of the last word of the proposed i me will be rated as a "Fail". Otherwise, ted street name duplicate any existing ted a "Pass". Does the proposed street me will be rated as a "Possible Fail Sul | lirectional prefix, base street namnider the street name N Shepher eet type. It is also possible that a no new street name can duplicat ved by plat applicant. In addition, mportant that no proposed street Only a plat approval will reserve n treet name research. This tool will nd Roads data. Specifically, this to a match one of the allowed street d a "Pass". base street name match one of th it will be rated a "Pass". I street name in the city's data? If t name have any close sound-alik bject to Later Planner Review". Of | e, street type (or suffix), and a d Drive. In this name, the 'N' is directional suffix might fall aft ean existing street name that it is important that the base siname sound too much like an iames. I check a proposed street name ool performs the following four types (suffixes)? If so, the proposed street types (suffixes)? If so, the proposed e allowed street types (suffixe so, the proposed name will be es relative to existing street herwise, it will be rated | directional suffix. Only the base is the directional prefix, the ter the street type. is already found in our City. treet name not contain any of the rexisting street name. This is a the or set of street names against r tests: posed es)? If so, trated as a "Fail". names in the city's data? a "Pass". |

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.
 - 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. | | | |
|-----------------------------|-----------------------|-------------|---------------|------------------|
| Reserved Street | s | | | |
| | | | | B. Oreste |
| Street Prefix C. | Street Name | Street Type | Street Suffix | Expiry Date |
| There are no records to dis | play. | | | |
| Reserved Street | s - Awaiting Approval | | | |
| | 5 11 | | | |
| Street Name | Street Type | Expiry Date | Ad | idressing Status |
| | | | | |

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

| | Plat Submittal - Payment - Auriel LaCourl - | | |
|----|---|--|---|
| | Street Prefix | | |
| | Select | | ~ |
| | Street Name * | | _ |
| Α. | This is used to search for duplicate streets | | |
| | Street Type * | | |
| | Select | | • |
| | Street Suffix | | |
| | Select | | ~ |
| | Check Proposed Street Names B. | | |
| | | | |

- 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

| | | | PLATI | | | |
|--|--|---|--|--|--|-----------------------------|
| | Nat Submittal - | Poyment - Au | riel LaCourl - | | | |
| | | | | | | |
| Α. | Street Name * | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Warning Sounalike s | treet name- must be rev | lewed by Addressing Team. | С. | | |
| _ | Check Promised Str | net Names Bearres L | Informate Manager | | | |
| в. | Disclaimer: The Street | I Name Check tool is fo | research purposes only and | is not a reservation of a | itreet names for future platis | ubmittais |
| | Also, while the tool p application will identi | rovided on this page will by additional problems in | I identify duplicate 'streets and in a proposed street name, so | d sound-allikes," it is por that it may be rejected | sible that the reviewing Plan as part of the plat submittal | mer of a plat and review |
| | process. | | | | | |
| | process. | | | | | |
| | process. | O PL | ATTRA | ~KER | | No. of |
| Plant Sa dheadir | process. | 😕 PL | | CKER | 11 L | 2 |
| Plat Submit | tal - Paymen | | AT TRAC | CKER | 1912 - 1 | 1000 |
| Plat Submit | tal - Paymen | e PL | AT TRAC | CKER | in c | |
| Plat Submit | tal - Paymen | D. | AT TRAC | CKER | | |
| Plat Submit | tal - Paymen | PL • Auriel Locox | ATTRAC art | CKER | ⊙ on | nate . |
| Plat Submit | tal - Payment d Stroots | Burne | AT TRA(url- | CKER Street Suffix | Con Expany Date | eater 1 |
| Plat Submit | tol - Paymen d Stroots Street N + | ente | AT I RA(ur) - | E KER | Digity Date | nata |
| Plat Submit | tol - Poymen d Streets Street N + | enter | ATTRA(url- | CKER Street Duffix | O Cre Expiry Date | and a |
| Plot Submit | tol : Paymen d Streets Street v t ecords to display. d Stroots - Aw | PL Auriel Lacox D. | AT TRAC | KER. | Expiry Date | and a |
| Not Submit | tol Paymen d Stroots Sweat N + ecords to display d Stroots - Aw | PL Auriei Lacor D. | AT RA(ur) - Binest Type | EXER Street ladfa | Dore Expiry Date | |
| Not Submit | tol - Poymen d Stroots Street N ecods to display d Stroots - Aw | PL Auriel Lacco D. | Breet Type | Street Buffe | © Gr Expiry Date | |
| Rosorvoi Street Prefix There are no n ROSORVOI Street Name * Demo Prep D | tol - Poymen d Streets Street to ecords to display. d Stroots - Aw | PL Auriel Lacou Auriel Lacou | Street Type Breet Type | Street Buffer | Contracting Status | |

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.

| The following tool will help you find a unique subdivision plat nar that have already been used, or that are very similar to your prefe to the Guidelines Page to further help you choose an acceptable To find unique subdivision names, please enter the proposed sub | ne. You will type in your preferred subdivision name and the program will show your rred name. Continue to type in names until you find a unique subdivision name to subdivision name. bdivision base name below, then click the Check Name button |
|--|---|
| | |
| Subdivision Name | Check Name |
| | |
| Disclaimer: The Subdivision Name Check Results Table is a resev | arch tool for searching our subdivision name database. Any subdivision name lis |

| Subdi | vision | 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 Spruce way Check Name System Analysis : Similar or Duplicate Subdivision Names Application Name Subdivision Name Submit Date **Application Status** Special Request Application Type 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 | | | |
|----|-----------------------------------|-----------|--------------------|---|
| | Select Document Type Registry 🗸 🗸 | | | |
| | Drag & drop files here | File List | No files uploaded. | |
| | Open the file Browser | | | |
| | | | | |
| | | | | |
| | | | | * |
| | | Upload | | |
| | | | | |

Check Plat Polygon





Check Plat Polygon



f. Plat Tracker – CAD File Guidance

Located in the portal under Registry Drawing Instruction. https://www.houstontx.gov/planning/docs_pdfs/registry_instr.pdf