

CITY OF HOUSTON
PLANNING & DEVELOPMENT DEPARTMENT

RECORDATION PROCESS- Effective October 2024

STEP 1: Submit Recordation application on Plat Tracker with fee

- For information regarding the detailed recordation submittal procedure, please refer to Plat Tracker Applicant User Guide Pg 6-11.
- For the list of required recordation documents, please refer to Recordation Document Checklist.
- All documents must be in pdf format.
- You will receive confirmation of your submission via automated email.

STEP 2: Pay the fee on Plat Tracker

STEP 3: Book an appointment

- Staff will review ONE application per one hour appointment.
- Book plat Recordation Appointment at least 2 days in advance by following the instruction on the [Recordation webpage](#).
- You will receive confirmation of the appointment from the planner via email.
- Maximum of 3 consecutive appointments in one day.
- If you arrive more than 15 minutes late, your appointment will be forfeited.
- Person attending must be knowledgeable of the project and capable of making decisions and changes.

STEP 4: Recordation appointment

Provide the following material at recordation appointment.

- Mylar with all required signatures and seals.
- Tax certificates
- Easements Exhibit if required
- Lien subordination if required
- Agency release letters if required
- Return map agreement if required (not required for City and Harris county plats)

STEP 5: Recordation application is accepted

STEP 6: Mylar sent for Recordation

STEP 7: Recorded Mylar scanned

STEP 7: Pick-up Mylar

REFERENCE GUIDE: RECORDATION PROCESS

