

PLATTING PROCEDURES GUIDE



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TYPES OF PLATS

AMENDING PLAT

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

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

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

ADMINISTRATIVE PLAT

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

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

*An administrative replat may still require a public hearing.

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

REPLAT

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

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

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

PRELIMINARY PLAT

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

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

FINAL PLAT

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

CITY OF PASADENA PLATTING PROCESS

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

1. The developer submits to the Planning Department:
 - A. Completed Planning Application
 - B. Completed Plat Checklist
 - C. Sixteen (16) folded copies of the plat (title block shown on front)
 - D. A check for the submittal fees (See Fee Schedule)
 - E. A letter of intent signed by the owner
 - F. A current (60 days) Title Report or City Planning Letter. *The report must include applicable information such as ownership, liens, encumbrances, etc.*
 - G. A current (60 days) Letter of Available Utilities (obtained by the Applicant from the Public Works department)
2. Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the applicant.
3. If submittal is determined to be complete, the Planning Department completes Certificate of Filing.
4. Department distributes plat and response form to utility companies and appropriate City departments for comments.
5. Plat is reviewed and red-lined copy indicating necessary modifications is provided to engineer.
6. After corrections are made, developer delivers original mylar. **Original** tax certificates for school district, city and county, are required at this point. Business checks for filing each plat at **\$60.00** (for a 1-page plat / \$50.00 each additional page) made payable to the Harris County Clerk, plus a check for filing deed restrictions computed at **\$16.00** for the first page, plus **\$4.00** for each page thereafter (if applicable) are also delivered.
7. Department calls Chairman and Secretary of Planning Commission to execute and seal plat.
8. The plat is filed by Planning Department staff with Harris County Clerk.

Preliminary Plat Review

1. The developer submits to the Planning Department:
 - A. Completed Planning Application
 - B. Completed Plat Checklist
 - C. Sixteen (16) folded copies of the plat (title block shown on front)
 - D. A check for the submittal fees (See Fee Schedule)
 - E. A letter of intent signed by the owner
 - F. A current (60 days) Title Report or City Planning Letter. *The report must include applicable information such as ownership, liens, encumbrances, etc.*
 - G. A current (60 days) Letter of Available Utilities (obtained by the Applicant from the Public Works department)

2. Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the applicant.
3. If submittal is determined to be complete, the Planning Department completes Certificate of Filing.
4. Department distributes plat and review form to utility companies and appropriate City departments soliciting comments. Plat is reviewed during interim.
5. Five days prior to the Planning Commission meeting, Department mails to the Planning Commissioners the Agenda and copy of the Department Report with plat for each project. The 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 provides written notice to the developer and engineer stating the action of the Planning Commission. The Department also forwards a "red-lined" copy of the plat to the engineer for correction purposes.

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

Replat

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

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

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

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

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

Final Plat Review

1. Three weeks before the meeting the Developer submits to the Planning department:
 - A. Completed Planning Application
 - B. Completed Plat Checklist
 - 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 ONLY - Two (2) copies of engineering drawings

2. Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the applicant.
3. If submittal is determined to be complete, the Planning Department completes Certificate of Filing.
4. Department distributes plat and review form to utility companies and appropriate City departments soliciting comments.
4. Department sends memo soliciting comments to appropriate departments with engineering drawings as follows:
 - a. Single-family subdivisions - One (1) copy of the engineering drawings is sent 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 the City Engineer.
5. Final plat is reviewed during the interim.
6. Five days prior to the Planning Commission meeting, Department mails the Agenda and a copy of the Department Report to the Planning Commissioners. The developer and engineer also receive a copy of the Agenda and appropriate Department Report.
7. Planning Commission meeting - Department presents final plat to Planning Commission.
8. The day following the meeting, Department provides written notice 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.

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, cashier's check or money order for **\$60.00** for filing (1-page plat) Made payable to the Harris County Clerk (\$50.00 for each additional page), plus 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 staff with Harris County Clerk and (if applicable) deed restrictions are filed.
9. Notice of the filed plat is sent to Public Works, Permit, Traffic, Fire, Police, and Health Departments with copy of "as-filed" plat. Notice is also sent to Harris County Appraisal District, Harris County 911 and the U. S. Post Office with a copy of "as-filed" plat.
10. Project engineer is contacted by Harris County Clerk after recordation to retrieve original mylar.



CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT

TAX CERTIFICATE POLICY

Original (raised-stamped) tax certificates from the applicable school district tax office and Harris County Tax Assessor/Collector's Office are required by the Harris County Clerk's Office for recording of all plats.

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

Harris County will not accept tax certificates that show a balance due.

The following documents are required for recording plats:

- Plats filed between February 1st & August 31st:
 - Tax certificates obtained on or after February 1st

- Plats filed between September 1st & November 1st:
 - Tax certificates obtained on or after February 1st
AND
 - A composite tax receipt obtained on or after September 1st stating that taxes have not been calculated for the current year (*If taxes are pending and have not been calculated*)
OR
An official tax receipt/tax statement noting that the current year taxes have been paid in full (*If taxes have been calculated*)
Generally, taxes have not been assessed prior to November 1st.

- Plats filed between November 2nd & January 31st:
 - Tax certificates obtained on or after February 1st
AND
 - An official tax receipt/tax statement noting that the current year's taxes have been paid in full.

PLAT CHECKLIST

All plat/replat submittals are reviewed for completeness using this checklist. Applications found to be incomplete will be returned to the applicant.

This checklist shall be submitted as part of the application process. The engineer or surveyor who prepared the plat/replat should complete the checklist and sign at the bottom of the document. Plat submittals shall include the following information and contents.

Name of Proposed Plat: _____

Department	Applicant	Requirement	Preliminary	Final	Amending
✓	✓	APPLICATION CONTENTS			
		Planning Application (completed and signed)	•	•	•
		Platting Checklist (this form – completed and signed)	•	•	•
		Appropriate fees (see Planning Fee Schedule)	•	•	•
		Electronic copy (PDF) of the plat on a thumb drive or emailed to Planning@pasadenatx.gov	•	•	•
		Title Report or City Planning Letter current within 60 days	•	•	•
		Sixteen (16) folded copies of the plat	•	•	•
		Letter of Intent signed by property owner	•		•
		Letter of Available Utilities from the Public Works department (current within 60 days)	•		•
		Survey or site plan showing location of existing structures intended to remain after platting (if applicable)	•		
		GENERAL FEATURES			
		Sheet size 24" x 36", black and white drawing in landscape view	•	•	•
		Subdivision boundary in heavy/bold line weight	•	•	•
		North arrow	•	•	•
		Scale (both graphic and written) appropriate for the level of detail	•	•	•
		Vicinity Map showing location of the subject property	•	•	•
		Bearings and length of each boundary line	•	•	•
		Building setback lines	•	•	•
		Sequential lot and block numbering	•	•	•
		Location, dimensions, purpose and filing information for all easements and rights-of-way within and abutting the subdivision	•	•	•
		Ordinance numbers for all street and alley vacations/closures	•	•	•
		City limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision	•	•	•
		Identification of open space or HOA reserves (if any)	•	•	•

Department	Applicant	Requirement	Preliminary	Final	Amending
		Adjacent property information (subdivision name for platted properties or ownership and recording information for unplatted properties)	•	•	•
		Lot/reserve areas in acres and square feet	•	•	•
		X,Y coordinates at property corners	•	•	•
DOCUMENTATION					
		Title block (bottom right hand corner)	•	•	•
		Owner's block and Preparer's block (name, address and phone)			
		Legend for abbreviations and symbols used	•	•	•
		Owner's dedication statement with notary block	•	•	•
		Surveyor's certificate	•	•	•
		Planning Commission approval certificate	•	•	•
		Lienholder acknowledgement and subordination statement (if lien exists)	•	•	•
		Director of Public Works certificate (if there is a R.O.W. dedication by plat)	•	•	
		County Clerk certificate of filing	•	•	•
STANDARD PLAT NOTES					
		"All construction shall comply with City of Pasadena specifications"			
		"All finished floor elevations shall comply with City of Pasadena Ordinance 2020-186 and any subsequent amendments thereto"			
		"Absent written authorization by the affected utilities, all utility and aerial easements must be kept unobstructed from any non-utility improvements or obstructions by the property owner. Any unauthorized improvements or obstructions may be removed by any public utility at the property owner's expense. While wooden posts and paneled wooden fences along the perimeter and back to back easements and alongside rear lot lines are permitted, they too may be removed by public utilities at the property owner's expense should they be an obstruction. Public Utilities may put said wooden posts and paneled wooden fences back up, but generally will not replace with new fencing."			

Completed by: _____
(Printed name and Title)

Date: _____

(Company Name)

Signature: _____

<p>For Department Use Only:</p> <p>Date of Submittal: _____</p> <p>Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completeness Review Conducted by: _____</p>

CITY OF PASADENA
PLANNING COMMISSION
2021 SUBMITTAL SCHEDULE

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

COMMISSION MEETING (Monday 6:00 p.m.)	APPLICATION SUBMITTAL WINDOW (Wednesday- Friday) Submittals accepted ONLY on these dates between 8:00 a.m. - 12:00 p.m.	COMPLETENESS CHECK (Monday)	COMPLETENESS NOTIFICATION (Determination of Completeness emailed to Applicant - Incomplete applications will be rejected)
January 11	December 9-11	December 14	December 15
January 25	December 21-23*	December 28	December 29
February 8	January 6-8	January 11	January 12
February 22	January 20-22	January 25	January 26
March 8	February 3-5	February 8	February 9
March 22	February 17-19	February 22	February 23
April 12	March 10-12	March 15	March 16
April 26	March 24-26	March 29	March 30
May 10	April 7-9	April 12	April 13
May 24	April 22-23*	April 26	April 27
June 14	May 12-14	May 17	May 18
June 28	May 26-28	June 1*	June 2
July 12	June 9-11	June 14	June 15
July 26	June 23-25	June 28	June 29
August 9	July 7-9	July 12	July 13
August 23	July 21-23	July 26	July 27
September 13	August 11-13	August 16	August 17
September 27	August 25-27	August 30	August 31
October 11	September 8-10	September 13	September 14
October 25	September 22-24	September 27	September 28
November 8	October 6-8	October 11	October 12
December 13	November 10 & 12*	November 15	November 16

*Some dates adjusted due to City Holidays

**NOTE: There will be no Planning Commission meeting the 4th Mondays 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 Texas Local Government Code and the Basic Subdivision Ordinance govern the platting of property in the city of Pasadena. The Planning Commission has the final approval authority for plats.

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 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 county clerk.



**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.

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Plat/Replat | <input type="checkbox"/> Townhome Subdivision Plat |
| <input type="checkbox"/> Final Plat/Replat | <input type="checkbox"/> Multi-Family Site Plan Review |
| <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Manufactured Home / RV Park Plat |
| <input type="checkbox"/> Vacating Plat | <input type="checkbox"/> Other - Specify: _____ |

PROPERTY INFORMATION

Street address or location of property: _____

Present use: Residential Commercial

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

Number of units proposed (multi-family) _____

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

Is the property subject to any deed restrictions/restrictive covenants? Yes No

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

LEGAL DESCRIPTION OF PROPERTY

Survey _____ Abstract _____

Subdivision Name (if platted) _____

Lot Numbers _____ Block Numbers _____ 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**

PLANNING APPLICATION FEE SCHEDULE

APPLICATION TYPE	FEES
Pre-Application Conference	\$150
Preliminary Plat/Replat	\$500 + \$5 per lot
Final Plat/Replat	\$500 + \$5 per lot
Vacating Plat	\$500
Amending Plat	\$300
Extension of Plat Approval	\$150
Multi-Family (Apartments) Site Plan Review	\$500 + \$5 per unit
Manufactured Home Park	\$500 + \$5 per lot
Site Plan – under 1.0 acre	\$100
Site Plan – 1.0 acre or over	\$300
Variance	\$400 per variance
Alternative Landscape Plan	\$200
Abandonment	\$1,000
Annexation	\$1,000

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.