

CITY OF HOUSTON
PLANNING & DEVELOPMENT DEPARTMENT

RECORDATION PROCESS- Effective April 2025

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. For amending plat refer to [Recordation webpage](#).
- For the list of required recordation documents, please refer to Recordation Document Checklist.
- All documents must be in pdf format except the Registry drawing which will be a .dwg file.
- You will receive confirmation of your submission via automated email.

STEP 2: Pay the fee on Plat Tracker (except for Amending Plats)

STEP 3: Book an appointment on Plat Tracker

- Staff will review ONE application per one hour appointment.
- Book plat Recordation Appointment at least 1 day in advance following the instruction on the [Recordation webpage](#).
- You will receive confirmation of the appointment via email.
- 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 if required
- 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

