User Manual

Plat Tracker Application

Submittal Process

2025

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1.0 Contents

Plat Tracker Summary 5
Application Key Functions: 5
Overview of Application Process 5
Public Facing Portal Summary 5
Submittal Processes for : 5
Used and Accessible to: 6
Plat Tracker Portal Home Page Features 6
Plat Tracker – Public Links and Resources 6
Public Links 6
User Resources 6
Public Searches 7
Plat Tracker – Overview Pre-Submittal Research Tool 9
Plat Tracker – Street Name Check 9
Plat Tracker – Street Name Check Rules - Valid Street Name Tests as logged in user 11
Plat Tracker – Subdivision Name Check 11
Subdivision Naming Standards Quick Reference 13
Plat Tracker – Check Plat Polygon 13
Plat Tracker – CAD File Guidance 15
Plat Tracker - Registration Overview 16
New User Registration Information 17
User Disclosures 18
Registration Form 19
Email Verification 19
Plat Tracker – Username and Password 20
Password Reset 20
Plat Tracker – Awaiting Organization Approval 21
Confirmation Email 22
Plat Tracker Sign In 22
Plat Tracker – Registered User Functional Overview 23
Plat Tracker - Managing User Profile 23
Organization Profile 25
Add New User 27
Add New Developer 28
Plat Tracker – Notifications 28
Plat Tracker – Functional Overview – Plat Submittal 29
Plat Submittal Tab 29
Draft Application Functions 30
Draft Application Edit 30

Draft Application Delete 31
Payment Tab 31
Payment Tab Functions 32
Make a Payment 33
Make a Payment (Pay Later) 38
Applicant Refund Request 39
Create New Application 41
Step 1: Enter Your Proposed Subdivision Plat Name 41
Step 2: Related Applications 42
Step 3: Upload Registry 43
Step 3.1 Verify Plat Location 44
CAD File Fails 44
Step 4: Application Type 44
Application Type - Optional Special Requests 45
Special Exception Form 46
Reconsideration Form 46
Variance Form 47
Notice Mail-out. 47
Step 5: Contact Information 47
Step 6: Proposed Street Name 48
Add New Street Name 49
Step 7: Plat Data 50
Step 8: Fee Summary 51
Step 9: Affidavit Acknowledgement 50
Step 10: Location Data 51
Step 11: Upload Documents 52
Step 12: Review Plat Location and Submit 53
Submitted Applications 54
Application Status Defined 56
Subdivision Name Check 56
Reserved Streets 57
Extension of Approval (EOA) 58
Name Change (NC) 59
Recordation 61

Plat Tracker Applicant User Guide

2.0Plat 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.

3.0Application 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.

4.0Overview of Application Process

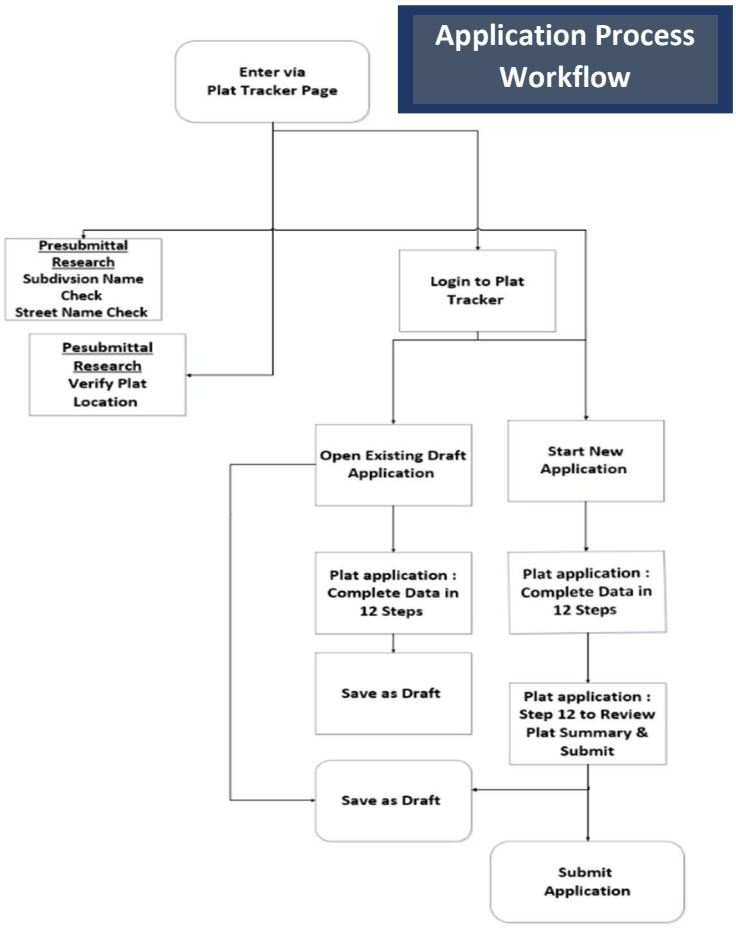
Any organization wishing to begin a land development project must first complete (and submit) a plat application via the Plat Tracker. The application is delivered electronically to the city's Department of Planning and Development for review, and it is ultimately forwarded to the Planning Commission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



5.0Public 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

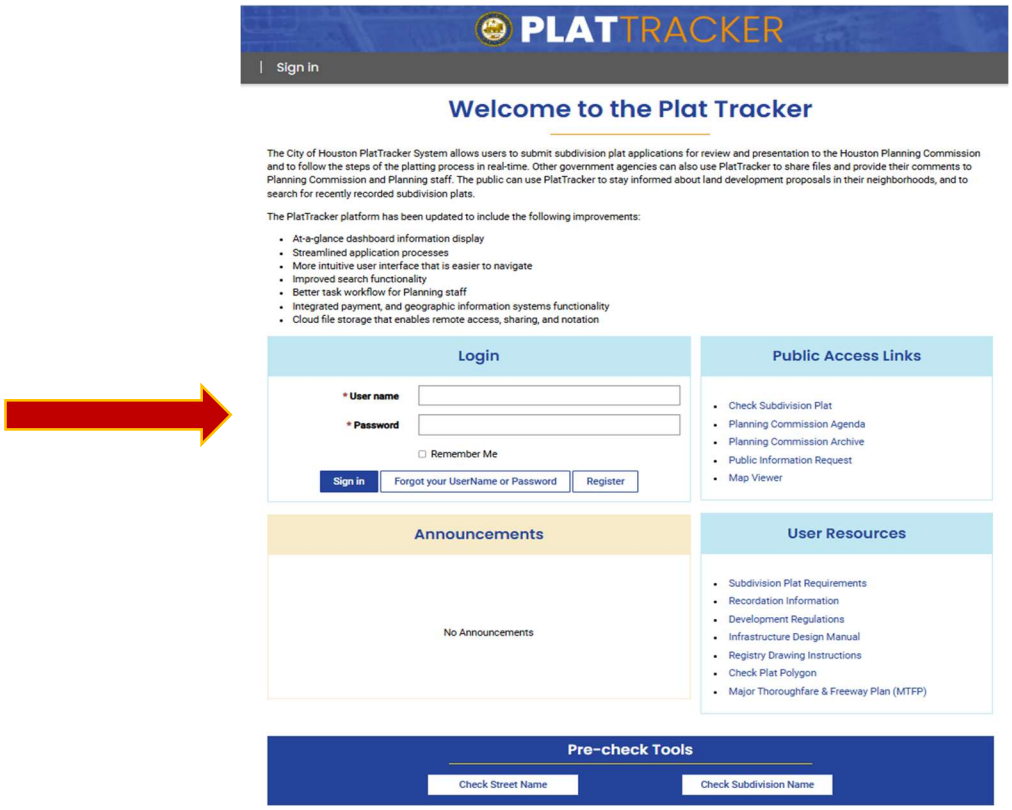
E. Proposed Street Name
F. Refund Request

b. Used and Accessible to:

A. Public
B. Registered Users
C. Developers

6.0Plat 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.



7.0Plat 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.

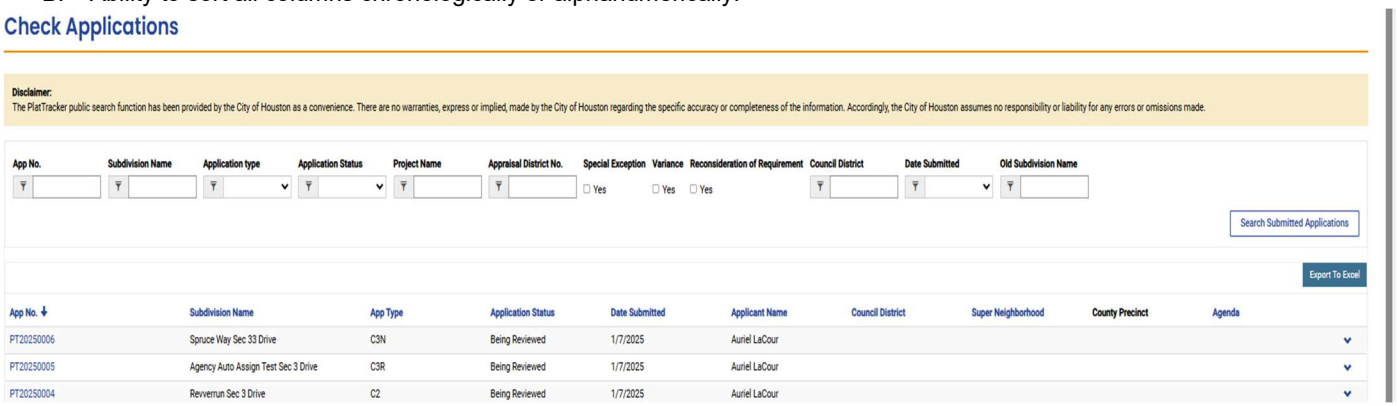
b. User Resources

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

8.0Public 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 Subdivsion Name.
B. Ability to sort all columns chronologically or alphanumerically.



Steps :

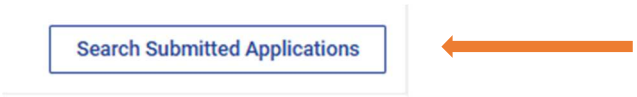
A. To view submitted Plat Applications click Check Subdivision Plat from previous home screen.

- ❑ NOTE: Tool displays only applications with Application Status: Action for completed, updating action form or Being reviewed

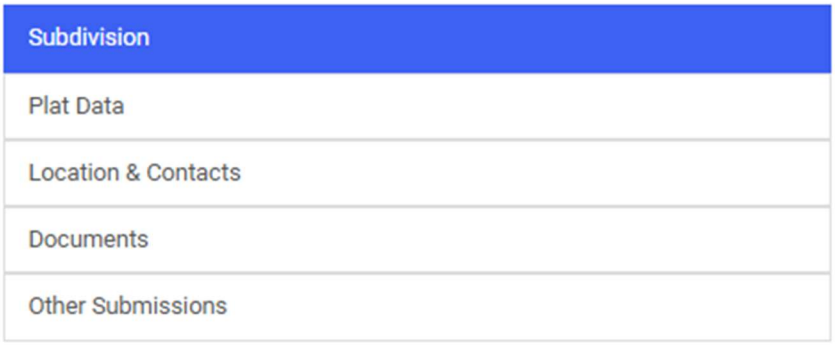
B. Search/sort by
- Application Number
- Subdivision Name
- Application Type
- Application Status
- Project Name

C. Search/sort by
- Special Exception
- Variance
- Reconsideration of Requirement
- Council District, Date Submitted, Old Subdivision Name'

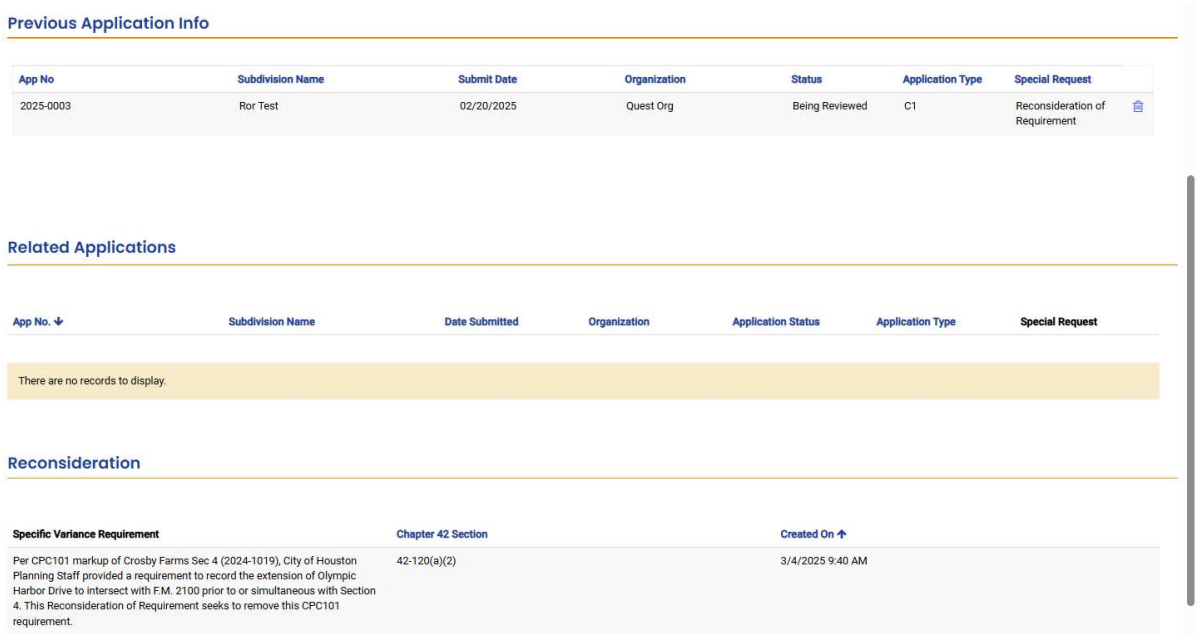
D. Select Search Submitted Application



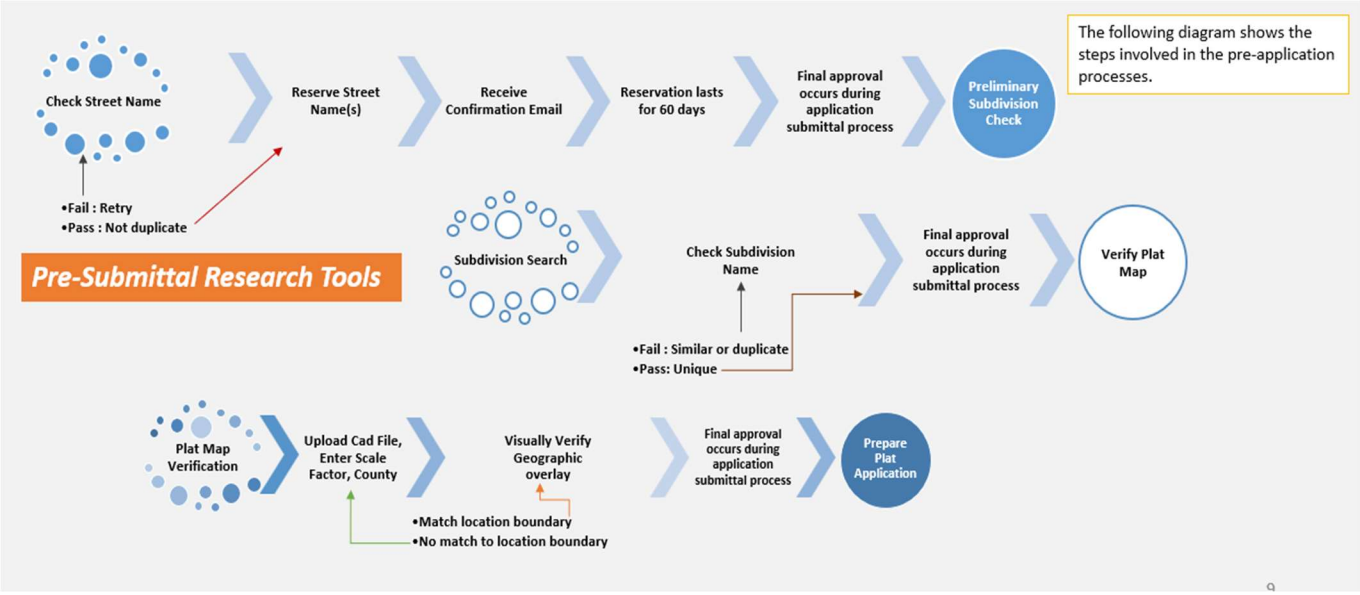
A. Provide the ability to view application(s) subdivision information, Plat Data, Location & Contracts, and all associated documents.



B. Provides view of all related applications



9.0 Plat Tracker – Overview Pre-Submittal Research Tool



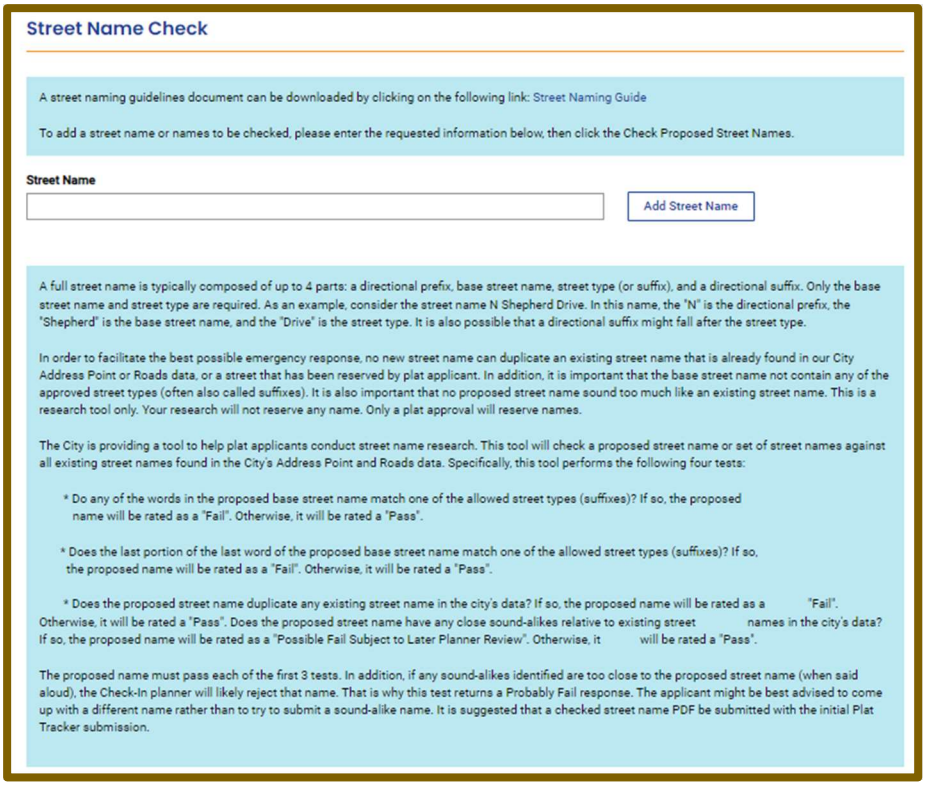
a. Plat Tracker – Street Name Check

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 publicuser 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
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
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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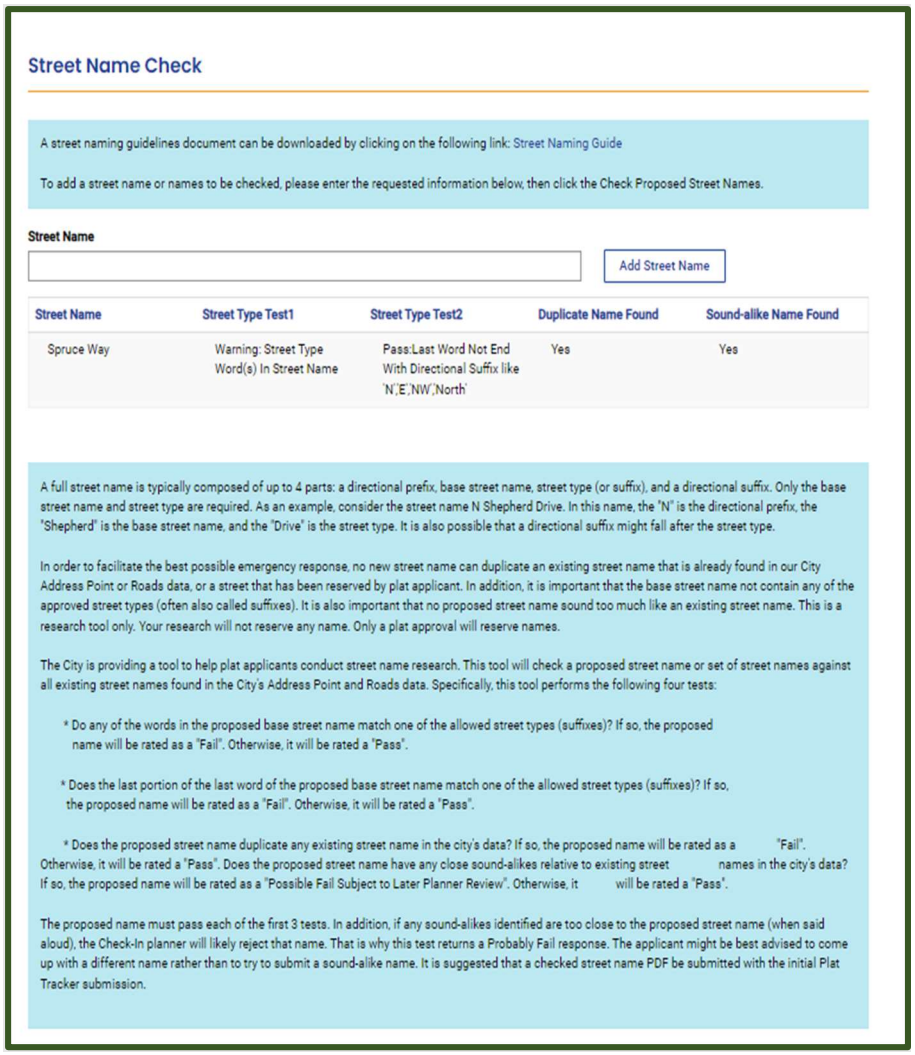

Street Name Check

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

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.

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.

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* 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.

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.

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 '.

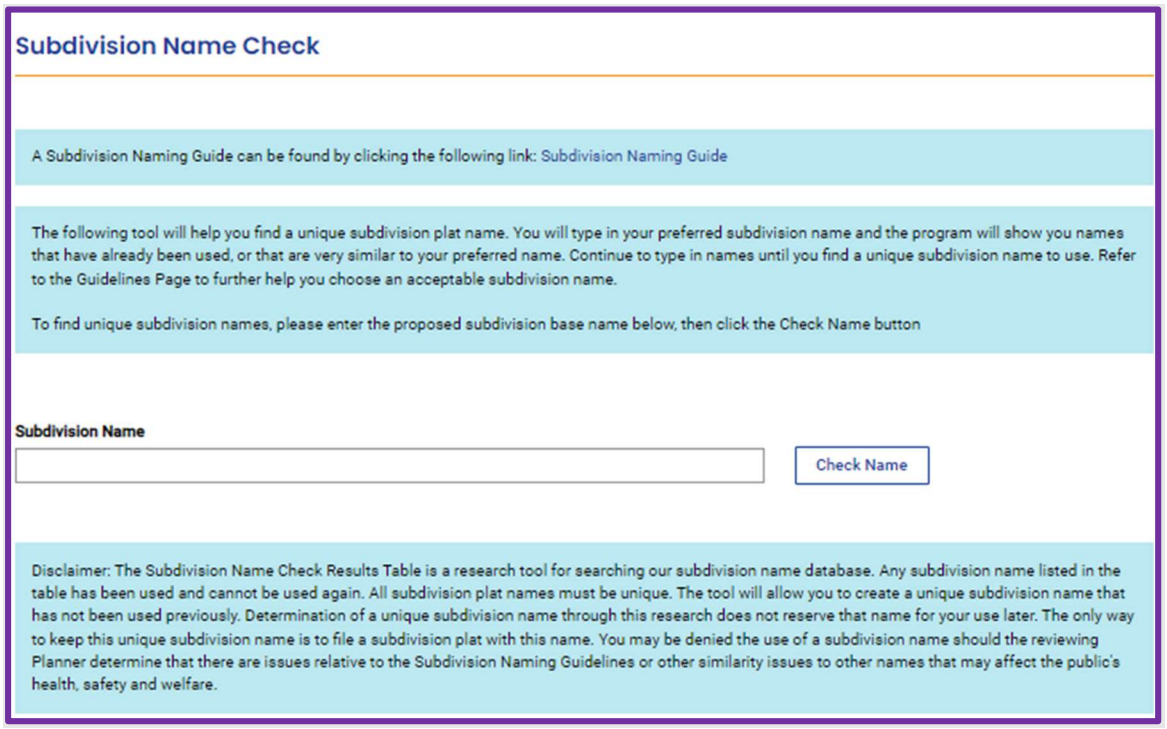
If you have already logged into Plat Tracker, find the tool using menu option: 'Plat Submittal/Check Subdivision Name'. Both methods open the 'Subdivision Names Check' page where you may validate subdivision name(s) for duplication and uniqueness against the Plat Tracker database.

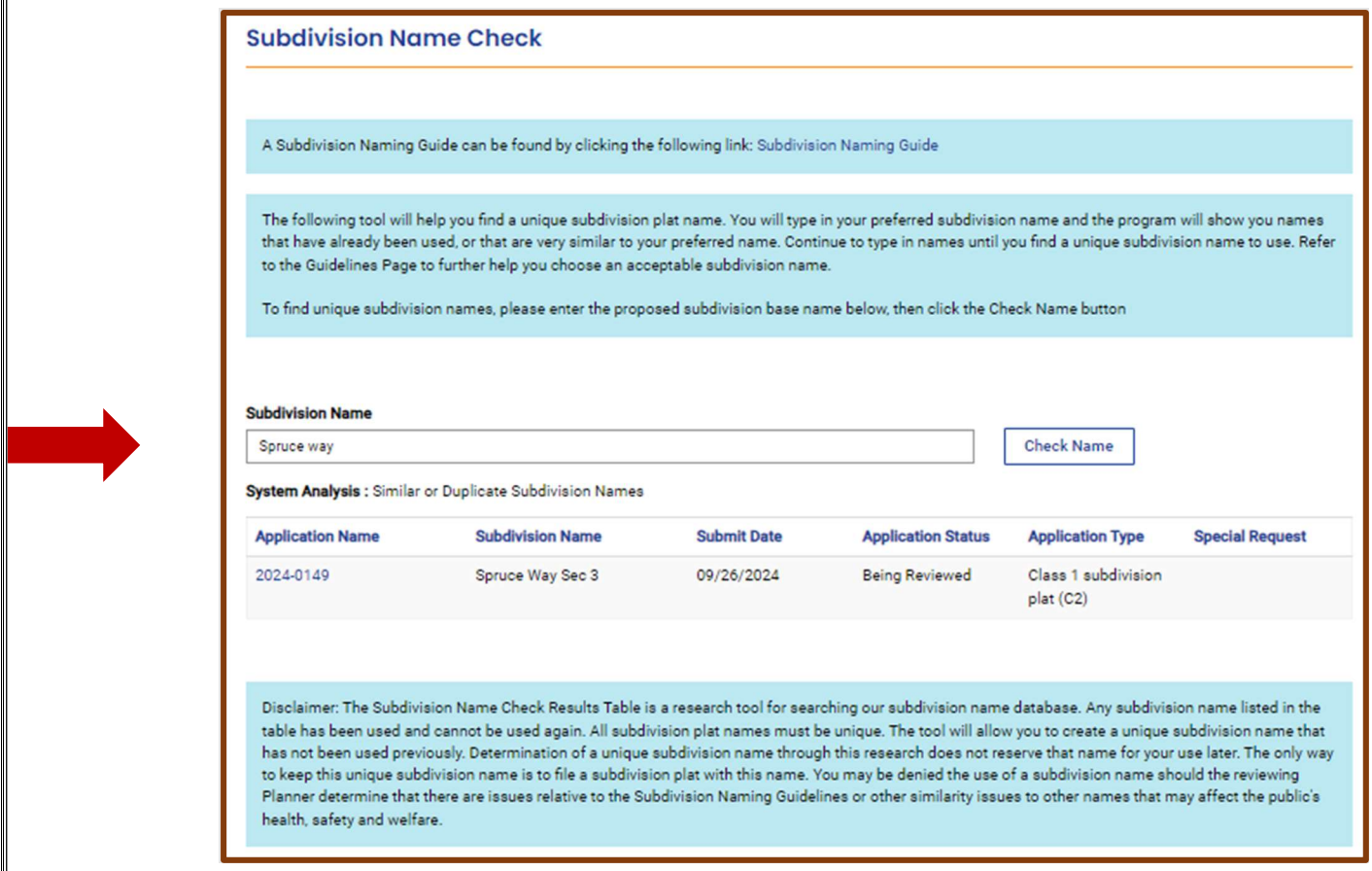
Selecting a Unique Subdivision Name : To verify uniqueness, type the proposed name or any part of the name into the 'Subdivision Name' box. Click the 'Search Name' button to display the results Similar or Duplicate Subdivision Names list. Note

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 and then click “search name” and the program will show you names that have already been used, or that are like your preferred name.
B. Select “Check Name”





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.

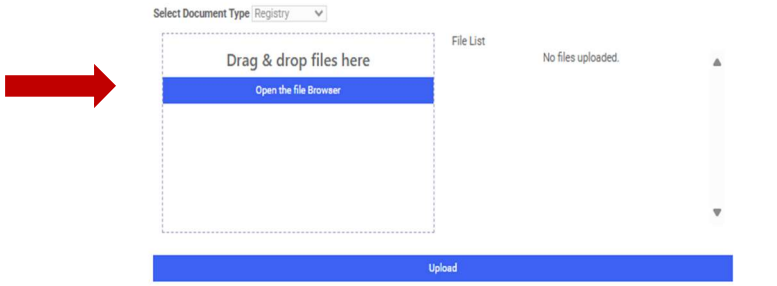
e. Plat Tracker – Check Plat Polygon

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 theRegistry.

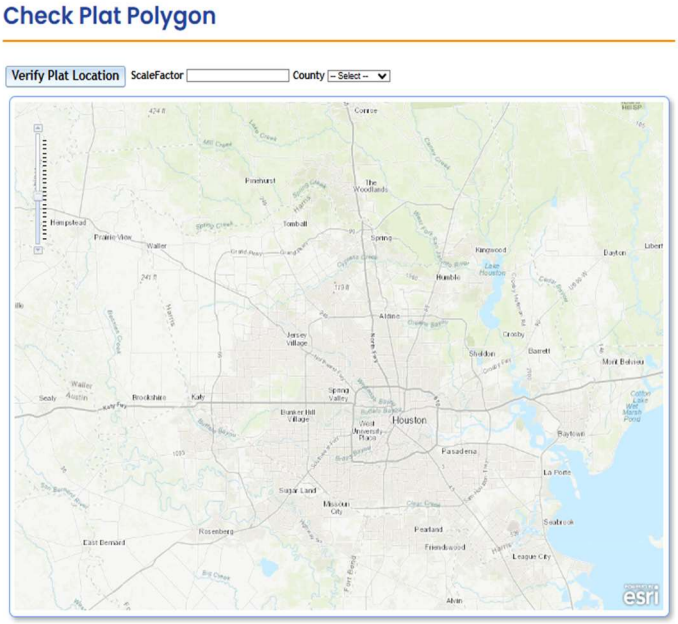
Steps :

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.

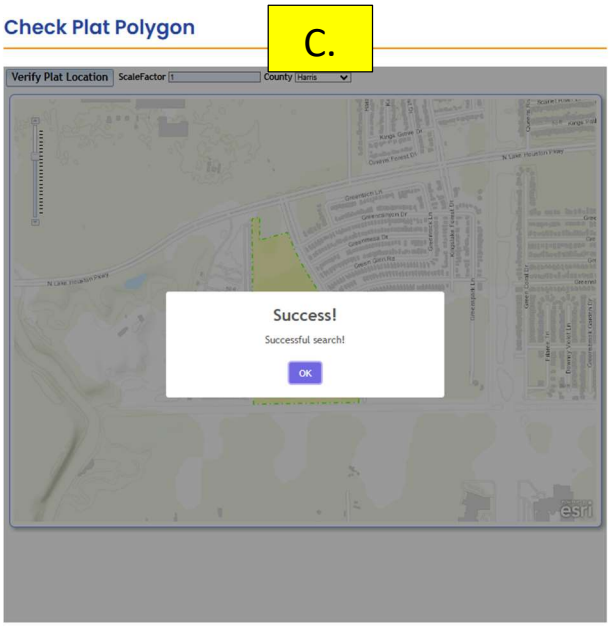
A.



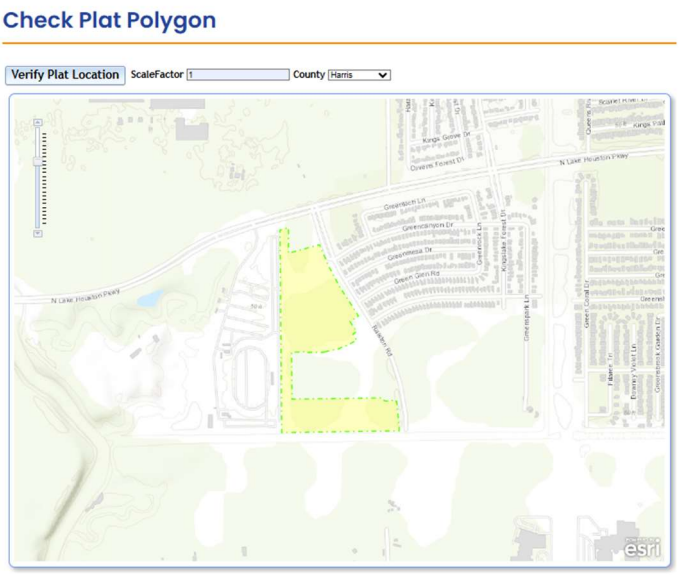
B.



C.



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

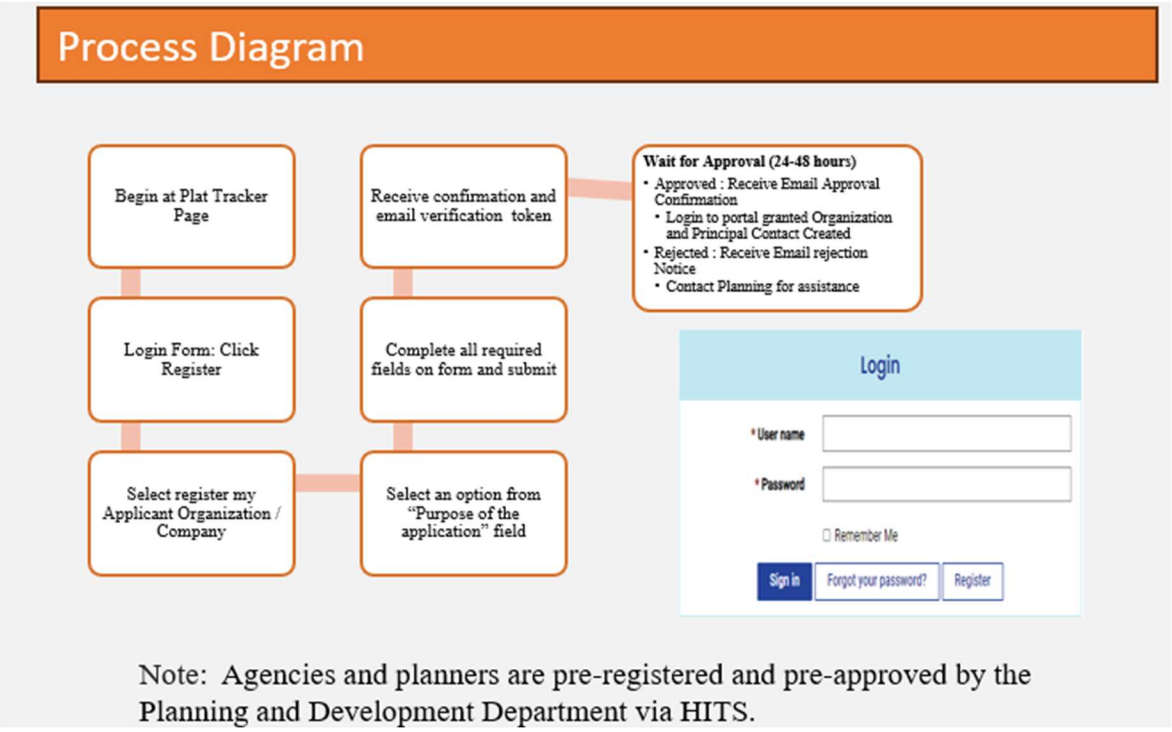
Registry Addressing Layer Naming and Instructions

Layer No.	Standardized CADD Layer Name	Old CADD Name	Drawing	Type	Description	Special Instructions
0		0			This layer is primarily used for block layers, inserting blocks or objects, and xrefs. This layer will not be used for plat content and cannot be deleted.	Do not insert anything into this layer.
1	VERSION 0.1		Registry	Text	When there are updates to the Planning Department's CADD template a new version number will be assigned and applicants will be instructed to use the newest template for preparing registry drawings.	Type Version 0.1 on this layer.
2	G-PLAT-BNDY	Boundary	Registry/Addressing	Polygon/ Closed Poly line	This layer is assigned to polygons that define the boundary of the proposed plat so that they can be put into COHGIS.	Completed polygon or closed poly line. If non-contiguous plat boundaries are used show as separate polygons.
3	G-PLAT-BNDY-ANNO	Boundary-Anno	Registry	Text	This layer is assigned to text that identifies the boundary of the proposed plat so that they can be put into COHGIS.	
4	G-PLAT-COOR	Coords	Registry/Addressing	Text	This layer Identifies the State Plane Coordinate points relative to the plat boundary.	Arrow and text identifying one coordinate point.
5	G-PLAT-PROP	Propline	Addressing	PLine	This layer is assigned to lines that represent property lot, reserve and fee strip lines within the proposed plat boundary so that they can be put into COHGIS.	Pline does not have to be closed
6	G-PLAT-PROP-ANNO	Prop-Anno	Addressing	Text	This layer is assigned to text that shows all block numbers, each individual lot numbers and fee strip record information within the plat boundary. Also, identifies text for reserves by alphabetical letter, land use restriction and acreage/sf of reserve within the plat boundary.	Text needs to be shown centered within the lot and reserve boundaries. Do not show text outside of lot or reserve boundary in a table or callout box and arrow.
7	G-PLAT-ROW	ROW	Registry/Addressing	PLine	This layer is assigned to polygons that represent the boundaries of public street, alley, Type 1 PAE, and Type 2 PAE rights-of-way within the proposed plat boundary so that they can be put into COHGIS.	Must be Pline but does not have to be closed.
8	G-PLAT-STNM-ANNO	Streetname-Anr	Registry/Addressing	Text	This layer is assigned to text that represents the proposed street names to be used for public streets, Type 1 PAE, and Type 2 PAE within the proposed plat boundary so that they can be put into COHGIS.	LISP full name (prefix, name, suffix) and ROW width text within ROW. Text needs to be shown centered within ROW. Do not show text outside of ROW boundary in a table or callout box and arrow.
9	G-PLAT-ESMT	Esmtline	Registry/Addressing	PLine	The layer that is assigned to lines that represent shared driveway easements, multifamily private streets, and one-foot reserves within the proposed plat boundary so that they can be put into COHGIS. This layer excludes electric/communication easments.	Do not include wet utiltiies, communication easements and/or electric easements in this layer. Do not include building lines or visibility triangles.
10	G-PLAT-ESMT-ANNO	Esmt-Anno	Registry	Text	The layer that is assigned to text that represent shared driveway easements, multifamily private streets, and one-foot reserves within the proposed plat boundary so that they can be put into COHGIS. This layer excludes electric/communication easments.	Do not include wet utiltiies, communication easements and/or electric easements in this layer.
11	G-PLAT-NAME-ANNO	PlatName-Anno	Registry	Text	This layer is assigned to text that identifies the subdivision plat name within the proposed plat boundary so that it can be put into COHGIS. The subdivision name will be spread diagonally across the plat boundary.	The name needs to be printed diagonally throught the plat but not outside the plat boundary. The name may need to be revised by PDD staff after the application has been submitted.
12	G-PLAT-ADDR-PTS	Point	Addressing	Point	**For plats located inside city of Houston corporate limits only.** This layer is assigned to symbols that identify the street that the property will be addressed from. For each property being addressed place point with a symbol at the property line and street ROW. Identifying the specific street to be addressed from is most important where corner lots or reserves are platted or where the plat has access to two or more streets.	An arrow will provide easy identification of the street where the applicant plans to address the property. Corner lots and properties with frontage on several streets will be the properties that can confuse the addressing process without clear identification of street name. For lots on shared driveways, place the point/symbol at the front of the parcel. The address team will determine the correct address.

10.0 Plat Tracker - Registration Overview

A. Registration Overview : All Houston area Plat Applicant Organizations/Companies must register their organization in the Plat Tracker System.
B. Once approved and email validated, the organization may submit applications and documents to Houston's Planning Commission for land development projects.
C. The first step is to fill out the online organization application.
D. Next, The City of Houston Planning and Development Department must approve the organization.
E. Organization approval (or rejection) occurs within 48 hours. Once approved, the individual who submitted the request will receive Plat Tracker login information including a username and temporary password.

The diagram below is a summary of the Plat Tracker organization registration process.

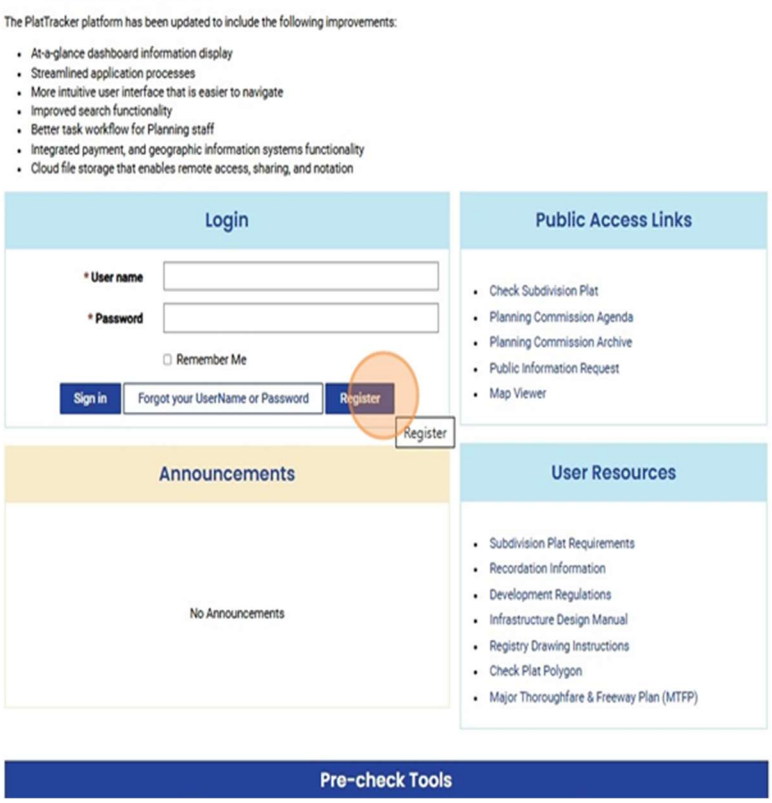


a. New User Registration Information

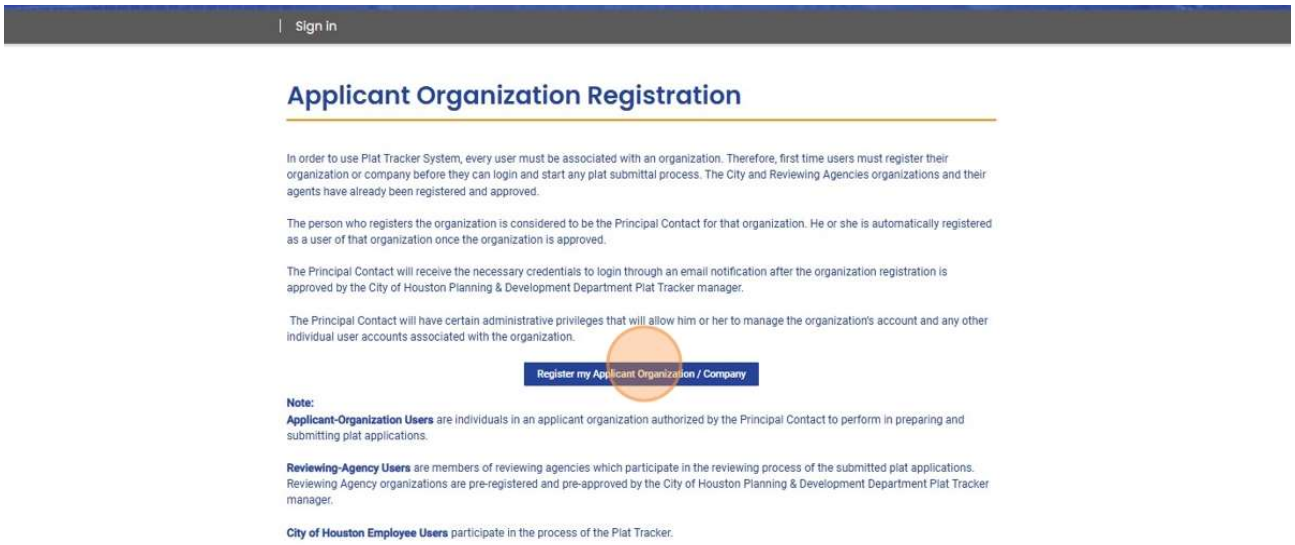
A. To use the Plat Tracker System, every user must be associated with an organization. Therefore, first time users must register their organization or company before they can login and start any plat submittal process.
B. The person who registers with the organization is the Principal Contact for that organization. He or she is automatically registered as a user of that organization once the organization is approved.
C. The Principal Contact will receive the necessary credentials to login through an email notification after the organization registration is approved by the City of Houston Planning & Development Department Plat Tracker manager.
D. The Principal Contact will have certain administrative privileges that will allow him or her to manage the organization's account and any other individual user accounts associated with the organization.

Steps :

1. To register for a new user account, select "Register."



2. Click "Register my Applicant Organization / Company."



b. User Disclosures

A. Page displays disclosure and information to user.
B. Reviewing Agencies will register through HITS.
C. City of Houston Employee Users are city employees who participate in the process of the Plat Tracker will register through HITS.

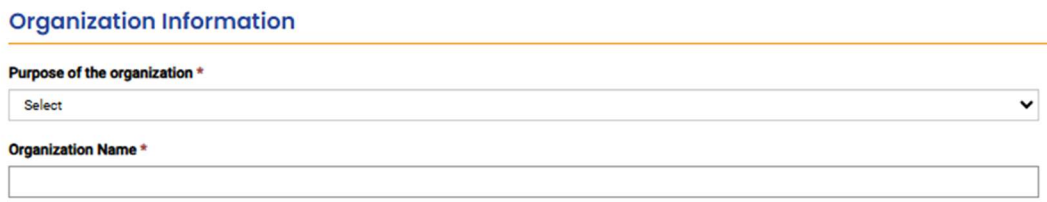
c. Registration Form

Steps :

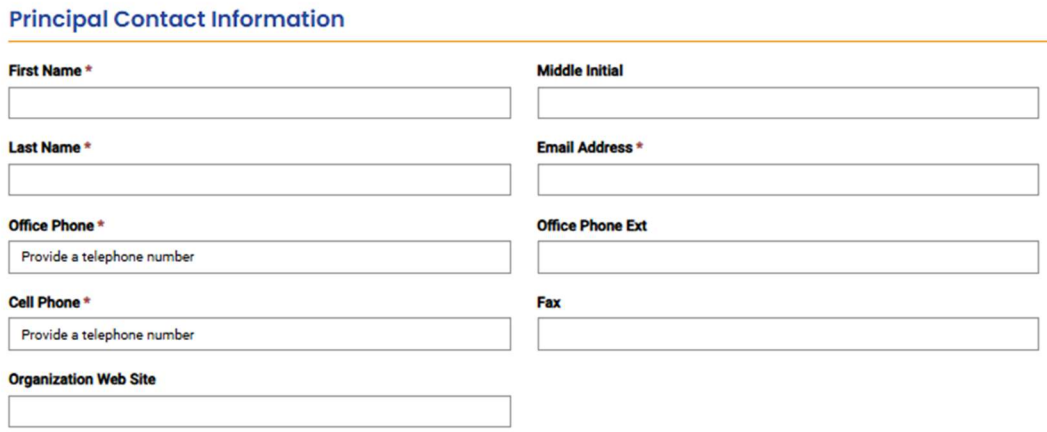
A. Select an option from “Purpose of the application.”
   - Submit Application
   - Get Information
     - You will receive the warning message below.
     - You aren't required to create an organization to access information; it's publicly available.

B. Complete all required fields.
C. Ensure email address is unique to Plat Tracker
D. Select Submit

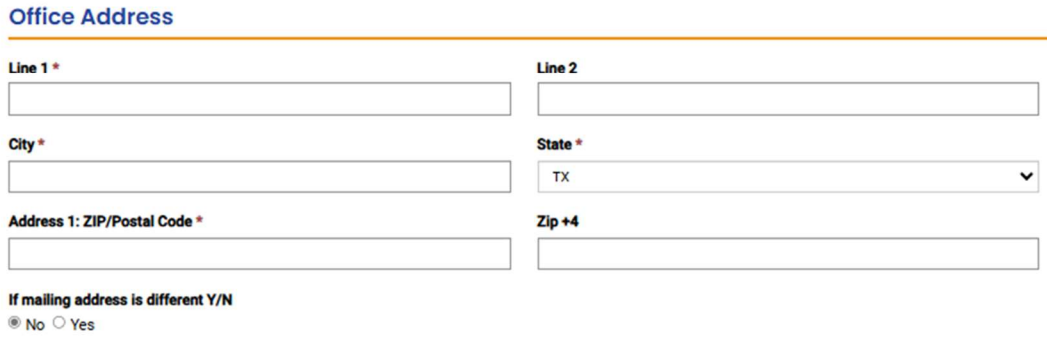
Note: Required fields are designated with an asterisk (*). Failure to fill in one of these fields will result in an error message. The user will be added to Plat Tracker after ALL required fields are completed.



Organization Name – Enter your organization slowly (one character at a time).



Principal Contact – Recall that the individual who registers an organization is the Principal Contact for that organization. Once approved, he/she may update company information, add users, and modify the status of the users, and delegate the role of Principal Contact to another user in the organization.

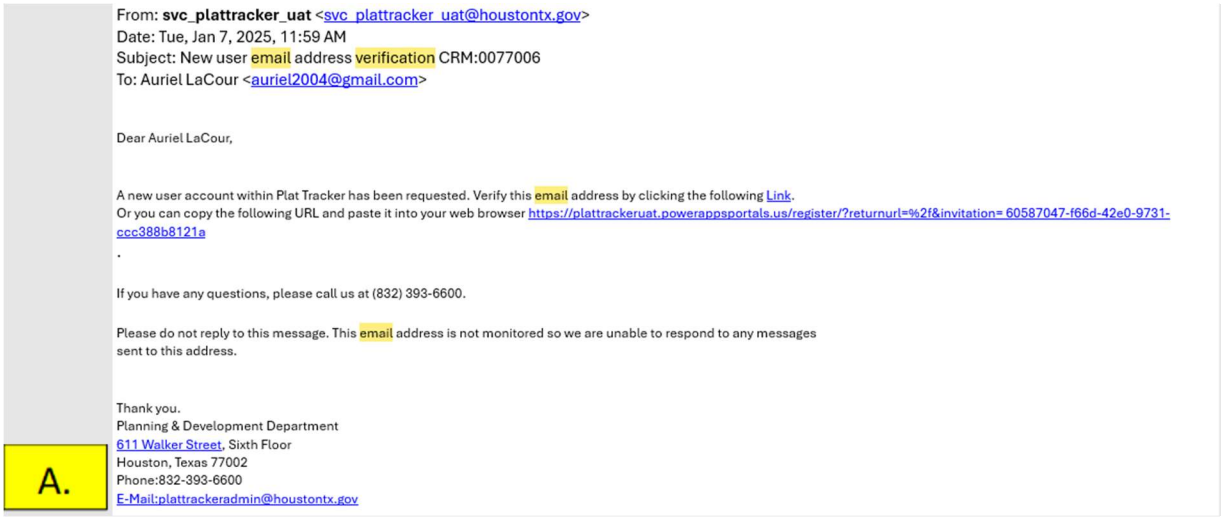


Office Address – Organization office and mailing address.

d. Email Verification

Steps :

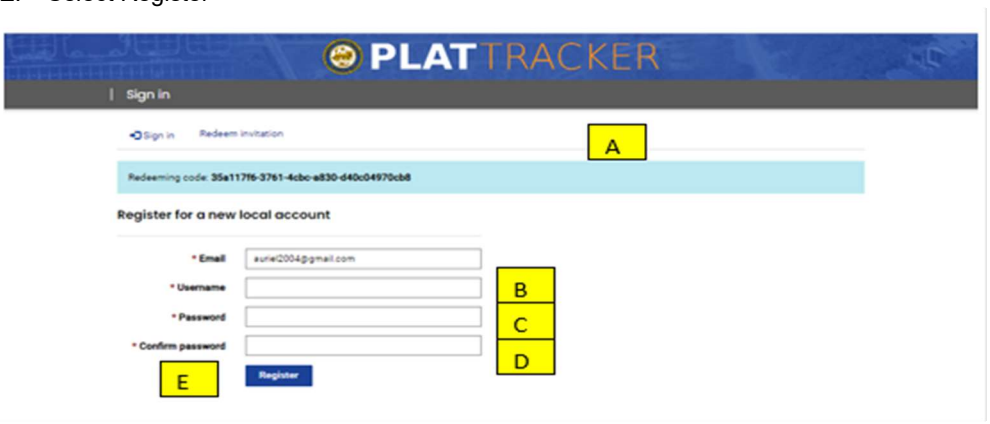
A. After submittal of registration form the user will receive a verification email.
B. Click on the link to verify your email address.
C. When clicked, the link will bring you to the Portal
D. Select Register



e. Plat Tracker – Username and Password

Steps :

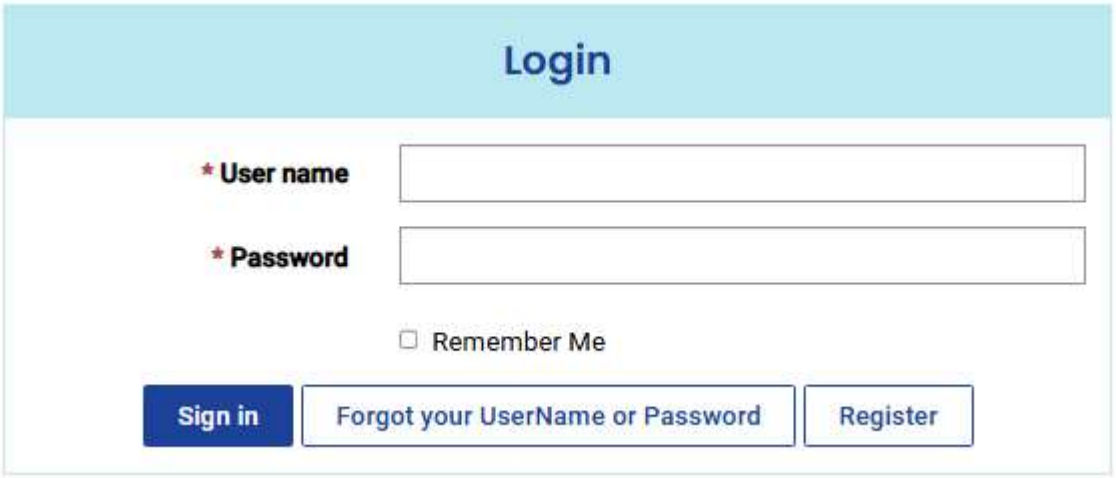
A. Complete required fields
B. Create Username
   - Username: 6-25 characters composed of letters and numbers (no special characters)
C. Create Password
   - Password: 8-25 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special))
D. Confirm Password
E. Select Register

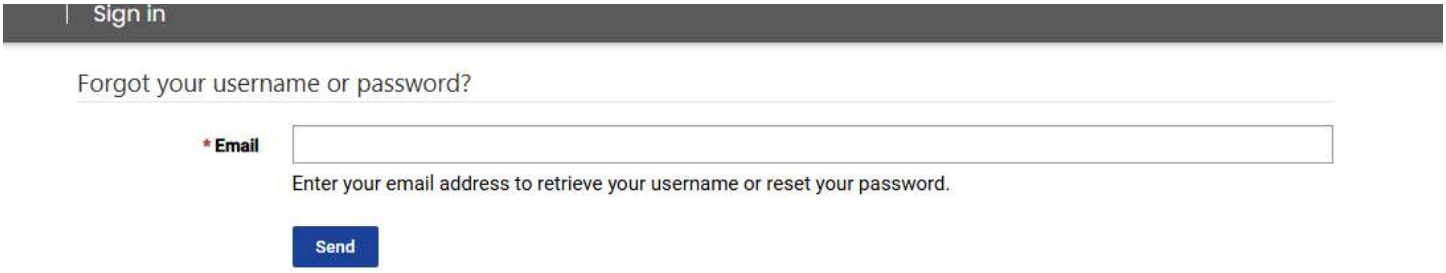


f. Password Reset

Steps :

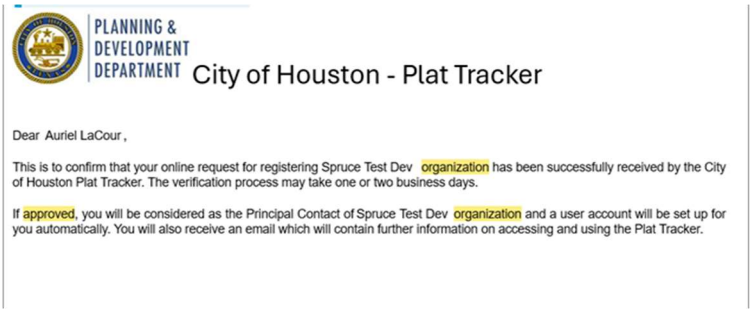
A. Retrieving Your Username and/or Password Go to the logon form on the Plat Tracker portal page. Click the link: "Forgot your 'Username or Password'."
B. Next, you will see a prompt requesting your email address used for Plat Tracked access.
C. Click on 'Send for the system to send reset instructions.





g. Plat Tracker – Awaiting Organization Approval

The user after registering will receive an email as shown below.



Note : Until the organization is approved the pink banner will display stating the signed in user's registration request is not yet approved.

h. Confirmation Email

The registered user will receive an email notification once the COH Planners have reviewed and approved/disapproved the registration request.

Dear Auriel LaCour,

Thank you for registering your organization to do business with the City of Houston Planning & Development Department through the use of the Plat Tracker. Your organization registration request has been approved, and a user account has been created for you to access and use Plat Tracker.

You may log into PlatTracker using Usename:

As the Organization Principal Contact, you have certain administrative privileges that allow you to manage your organization's account information, your personal user information, and add/remove additional users under your organization.

Refer to the Plat Tracker User Guide for step-by-step instructions on the use of Plat Tracker: https://plattrackeruat.powerappsportals.us/

If you run into any problems or have questions, please contact us at: plattrackeradmin@houstontx.gov

Thank you.
Planning & Development Department
611 Walker Street, Sixth Floor
Houston, Texas 77002
Phone:832-393-6600
E-Mail:plattrackeradmin@houstontx.gov

i. Plat Tracker Sign In

Steps :

A. Enter the username and password created.
B. Select Sign In

11.0 Plat Tracker – Registered User Functional Overview

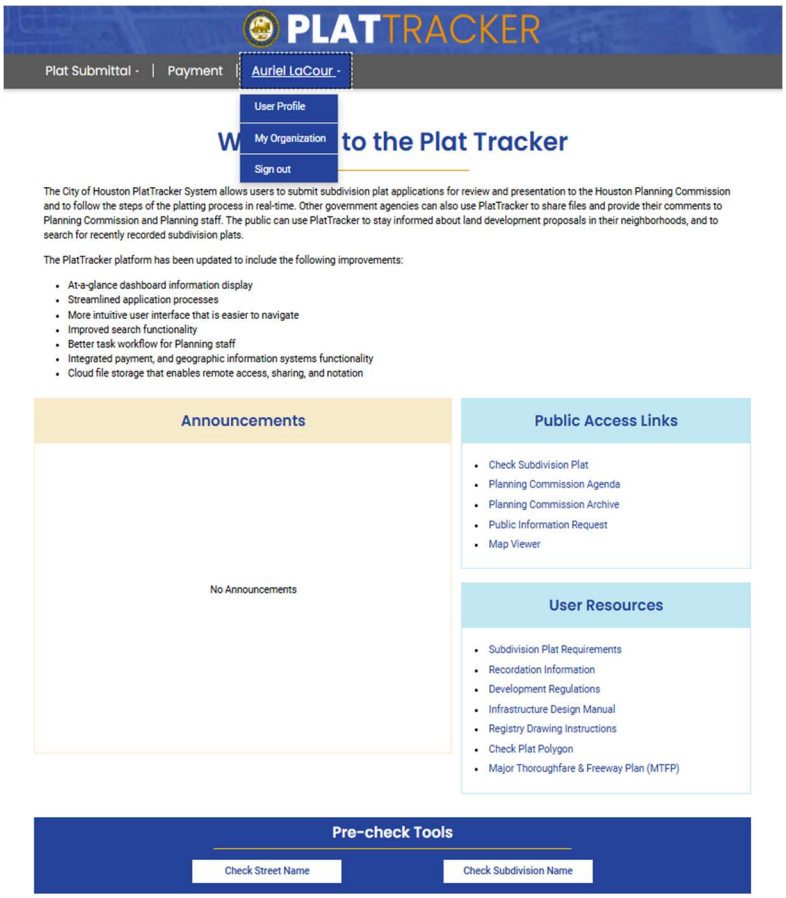
Plat User Tab

A. User Profile.
B. My organization
C. Notifications
D. Sign Out

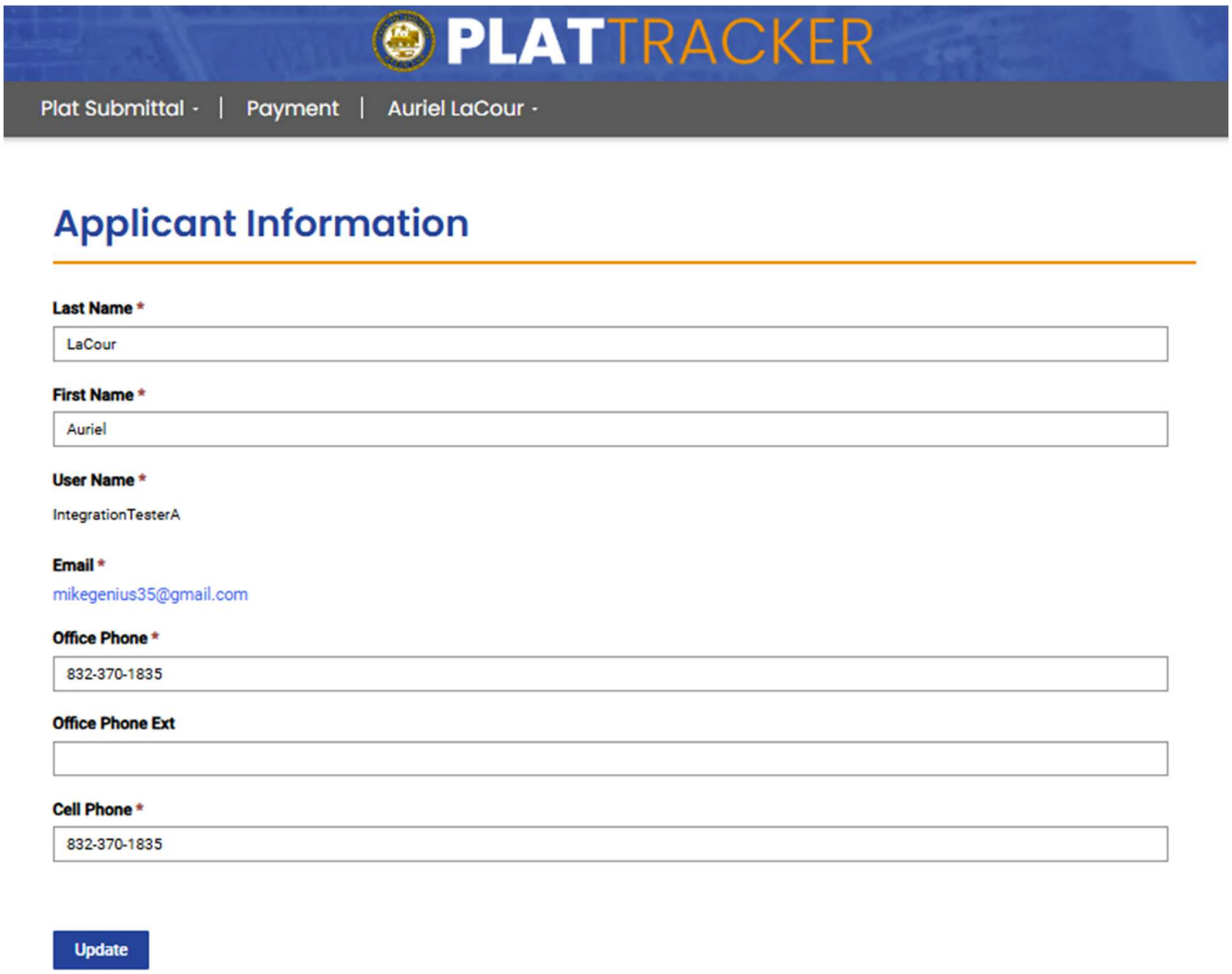
12.0 Plat Tracker - Managing User Profile

Steps :

A. From home screen select user Profile from drop down under username



B. The profile page allows you to update your username, password, and personal contact information. The page does not allow modification to email address.
C. To update data, select the field you wish to update.
D. Click the 'Update' button to complete your revision. Updates are posted immediately.



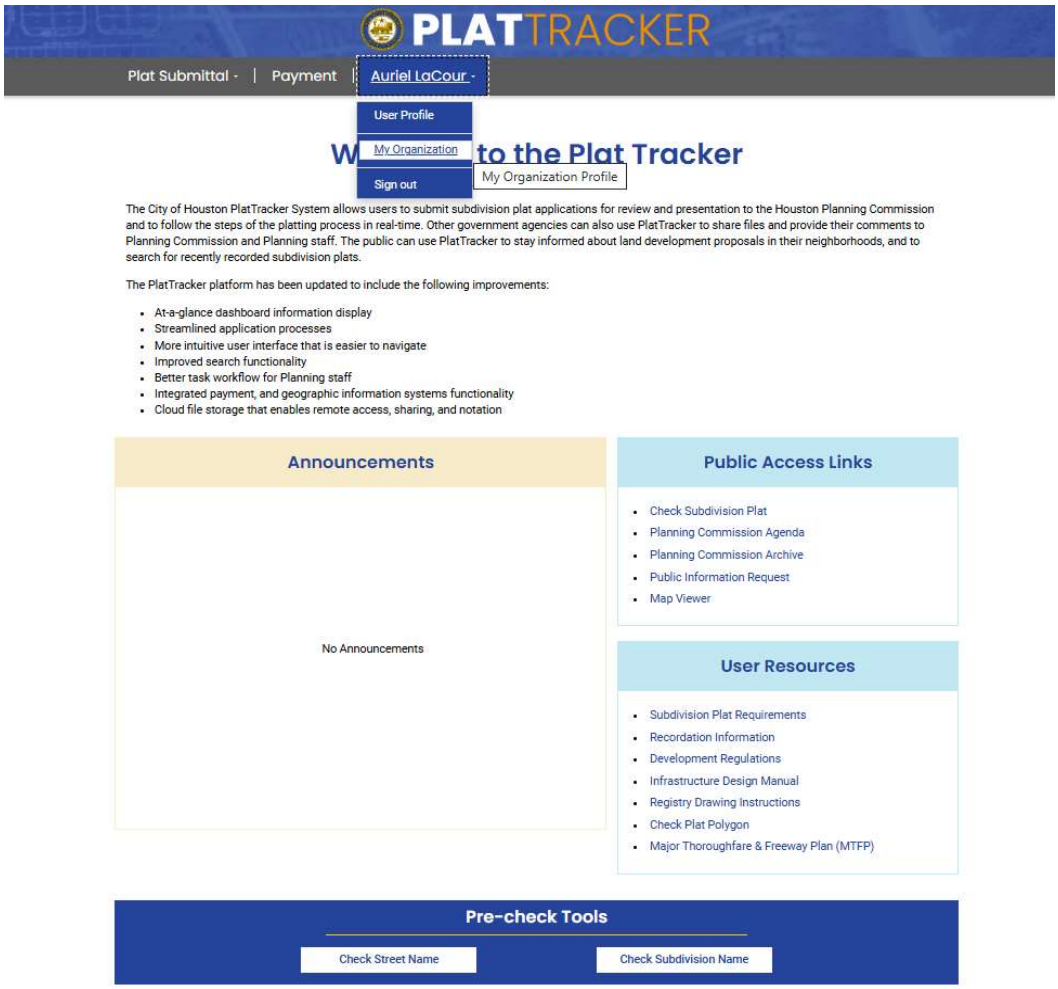
a. Organization Profile

Steps :

A. Any valid Plat Tracker user in your organization may view the organization profile.
   - Changes to the profile are limited to the current Principal Contact for the organization.
   - The principal contact has the authority to revise the organization's profile.

B. From home screen select My Organization from drop down under username

C. Select Update after making changes when necessary



A. After logging into Plat Tracker, all users within the organization may view the status of any user listed for that organization.
   - The view of users as seen by all active organization users within the organization.
   - Notice that the principal's contact record states yes.
   - Also, the principal contact's status is always listed as "Active" and cannot be changed unless the user makes someone else as the principal contact.

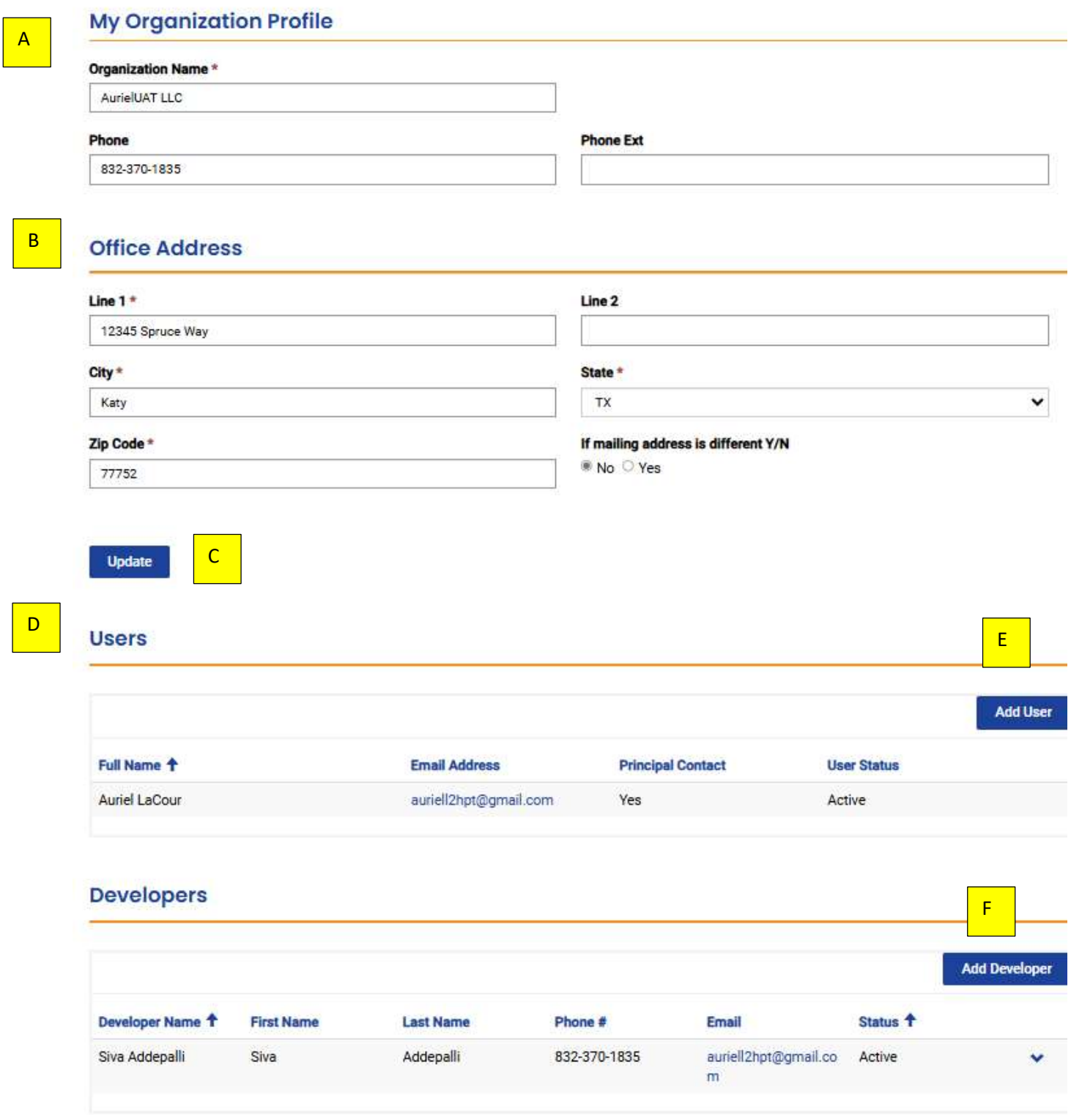
B. Organization profile details are visible to all organization users.
   - Mandatory Field: Organization Name

C. Office Address
   - Mandatory Fields: line 1, City, State, zip code

D. To update data in sections A or B select "update."

E. Add New User - The principal contact may create a new user for his/her organization.

F. Add Developer - The principal contact may create a new developer for his/her organization.

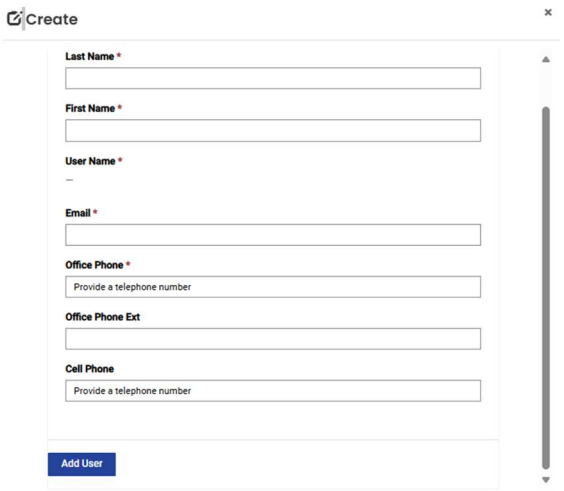


b. Add New User

Steps :

A. Enter the new user's information into the form.
   - Required Fields: Last Name, First name, Email, Office Phone.

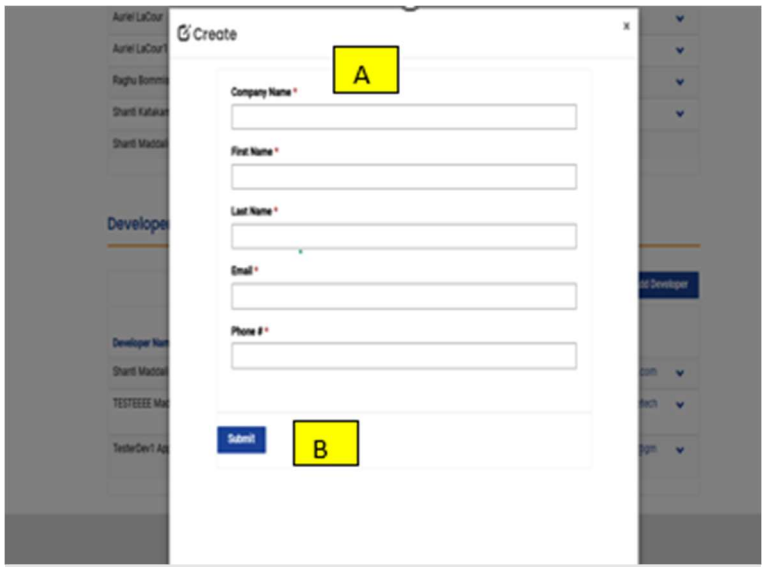
B. Click the 'Add User' button.
   - A message will display after the record is successfully added into the Plat Tracker and the new user will receive an email with logon instructions.



c. Add New Developer

Steps :

A. Enter the new developer's information into form.
B. Click the 'Submit' button.
   - A message will be displayed after the record is successfully added into the Plat Tracker and the new developer will receive an email with logon instructions.



13.0 Plat Tracker – Notifications

Steps :

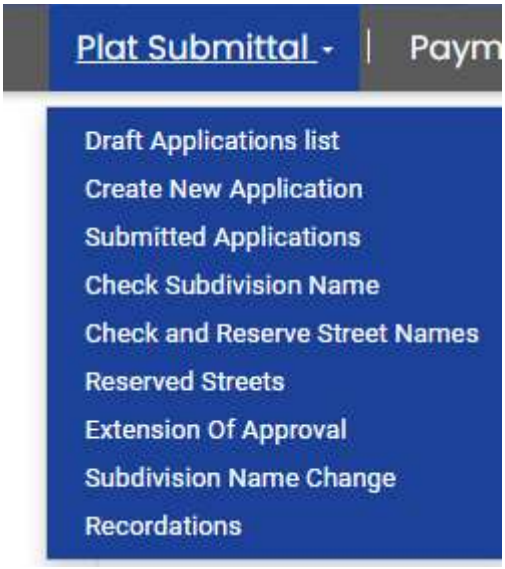
A. From home screen select notifications from drop down under username

A. All email notifications sent to the user will be logged in chronological order. All organizations' users can see notifications.
B. To view a notification, select/click the record for a read only view.

14.0 Plat Tracker – Functional Overview – Plat Submittal

a. Plat Submittal Tab

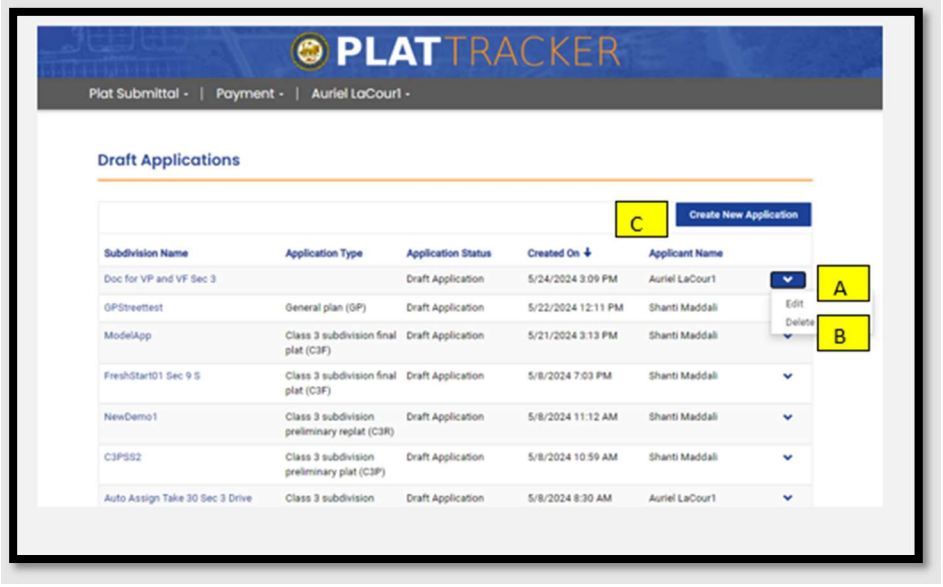
A. Draft applications list – view of all drafted applications by user.
B. Create New Application – Provides the ability to create a new Plat Application for submittal.
C. Submitted Applications - view of all submitted applications by organization.
D. Check Subdivision Name – Provides the user the ability to check the availability of a subdivision name.
E. Check and Reserve Street Names – 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.
F. Reserved Streets - Provides a view of reserved streets, reserved streets awaiting approval, and reserved streets disapproved.
G. Extension of Approvals (EOA) – Provides the ability to create a new EOA Application for submittal and a view of all previously submitted EOA's.
H. Subdivision Name Change (NC) - Provides the ability to create a new NC request for submittal and a view of previously submitted NC.
I. Recordations – Allows user to create a new recordation request. Create an appointment for a recordation and view previously submitted recordation requests by the user's organization.



b. Draft Application Functions

Draft applications list – The page shows all draft applications for your organization.
Find the appropriate application on the 'Existing Draft Plat Application' page and click the record.

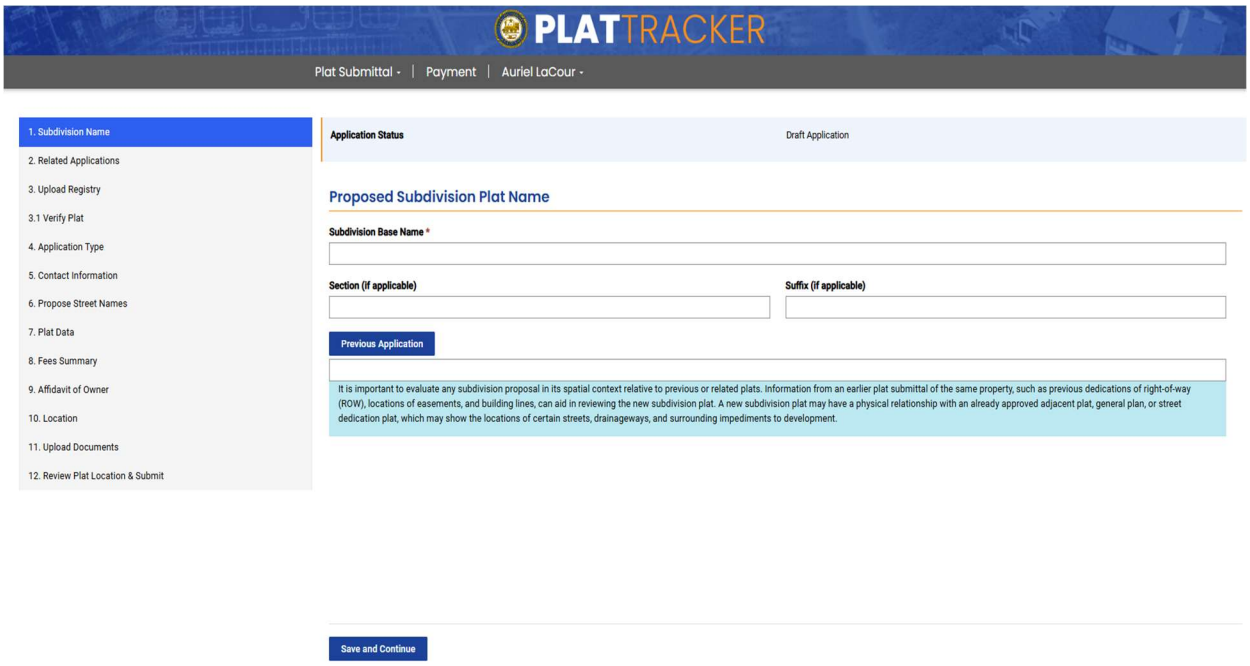
A. Edit
B. Delete
C. Create New Application



c. Draft Application Edit

Draft applications list –

1. This results in the plat application screen opening: Step 1: Enter Your Proposed Subdivision Plat Name.
2. The process is identical to the New Plat Application steps.
3. Simply view each of the screens and navigate between steps by clicking the Save and Continue button.

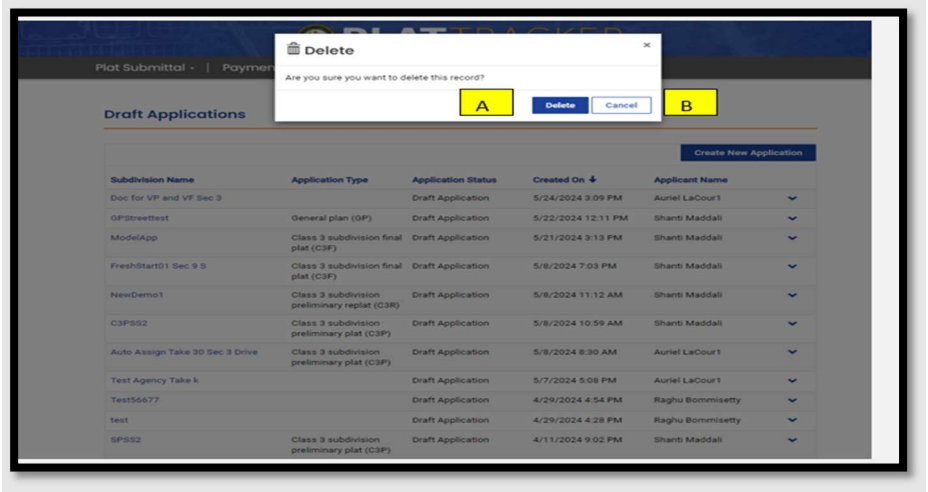


d. Draft Application Delete

To completely remove the application from Plat Tracker, click the Delete' link for that application. Note, doing so will result in immediate removal of your application from Plat Tracker including all data and files.

Steps :

A. Delete
B. Cancel



e. Payment Tab

- ❑ Before any application can be promoted to the planning commission agenda, all fees must be paid in full. However, you can access the payment page at any time by selecting the menu options: Payment.
- ❑ The Organization's Application Payment page displays all Estimated Total, Verified Total (by Planner), Paid Amount and Balance / Outstanding Balances.
- ❑ The payment status of the applications is as follows:- "Not Paid" (payment has not been made; "positive" value is the amount you owe and the payment is required immediately.
- ❑ IMPORTANT: It could also be the total fee amount that is verified and determined by the planners – the "Outstanding Balance". This amount will override the 'Est. Total'.)
- ❑ "Pending $amount" (payment is in PENDING stage; shows payment process is COMPLETE when confirmed by the Chase Bank)

- ❑ "Complete" (is the actual total paid amount which went through payment process confirmed by the Chase Bank. It is indicated as 'Paid Amount' in the payment status)
- ❑ "No Payment Required" (no fee applies)
- ❑ "*" (the "negative" (enclosed in parenthesis) value, is the credit amount that you may request for refund)

A. Payment

f. Payment Tab Functions

Before the application can be promoted to the planning commission agenda, all fees must be paid in full. You can make payment at the time of submittal or pay later. If you decide to pay later, by clicking the "I'd like to pay later" button, an email containing the payment link will be sent to the applicant's email on file for forwarding to a 3rd party for payment.

A. Select a record for payment.
   - ❑ Make payment.

B. View Paid Applications
   - ❑ Search for an application.

C. View submitted a refund request.
   - ❑ Create a refund Request.

Payments are due on the last submittal day of the current submittal window. This typically falls on Monday at 3:00pm

Make Payment

Use the Down arrow button to check the Payment options.
Application review will not advance if this amount is not paid.
Balance Due: This is the actual total amount paid which went through the payment process and was confirmed.

Application No	Subdivision Name	Product Code	Balance Due
2024-0194	rural test Sec 1 you	platsubmittal	$1,138.45

Paid Applications

Payment Status: Shows whether the payment process is ACCEPTED or REJECTED.
Product Code: Application Type
Payment Reference Number: Reference number for applicant payment.

Search | Export To Excel

App No.	Payment Reference Number	Payment Amount	Payment Status	Biller Product Code	Product Desc	Payment DateTime
2024-0195	PLTDEV63879035562073	$90.10	ACCEPTED	platsubmittal	Class 1 subdivision plat (C1) Final Docs ordering	3/31/2025 11:32 AM
2024-0188	PLTDEV63878617788044	$64.32	ACCEPTED	recordation	Class 1 subdivision plat (C1) sub tuuty	3/26/2025 3:29 PM
2024-0192	PLTDEV63878617253411	$827.09	ACCEPTED	platsubmittal	Class 1 subdivision plat (C1) Change step order	3/26/2025 3:20 PM

Refund Request

REFUND POLICY: The Planning and Development Department does not issue refunds for incomplete, inactive, or withdrawn plat applications. Refund requests can only be made for payments completed within the last 1 year.

Create

Payment Reference Number	Reason For Refund	Refund Approved Amount	Planner Approval	Planner Admin Approval	Finance Approval	Applicant Name	Created On
COH63841536804123	Other	$1,800.00	Approved	Approved	Disapproved		6/17/2024 7:51 AM
COH63841536804123	Other	$1,600.00	Approved	Approved	Disapproved		6/17/2024 7:49 AM
COH63841536804123	Other	$1,800.00	Approved	Approved	Approved		6/17/2024 7:48 AM

g. Make a Payment

Steps :

A. Under Payment
B. Select a record for payment.
   - ❑ Pay Now
   - ❑ Pay Later

A. Select Continue
   - ❑ Add a New Payment method.
   - ❑ Enter Required Fields
   - ❑ Select Add

B. Review and Confirm
C. Select Pay
D. Wait for payment to be accepted confirmation

Make Payment

Use the Down arrow button to check the Payment options.
Application review will not advance if this amount is not paid.
Balance Due: This is the actual total amount paid which went through the payment process and was confirmed.

Application No	Subdivision Name	Product Code	Balance Due
2024-0195	Final Docs ordering	platsubmittal	$90.10
2024-0194	rural test Sec 1 you	platsubmittal	$1,138.45

Select an appication No

Payment Confirmation - PayNow

"Pay Later Using Emailed Link" button will generate an email with a payment link that can be used by anyone to do this one-time payment. This email will be sent to your email.

Application Number

2024-0195

Subdivision Name

Final Docs ordering

Biller Product Code

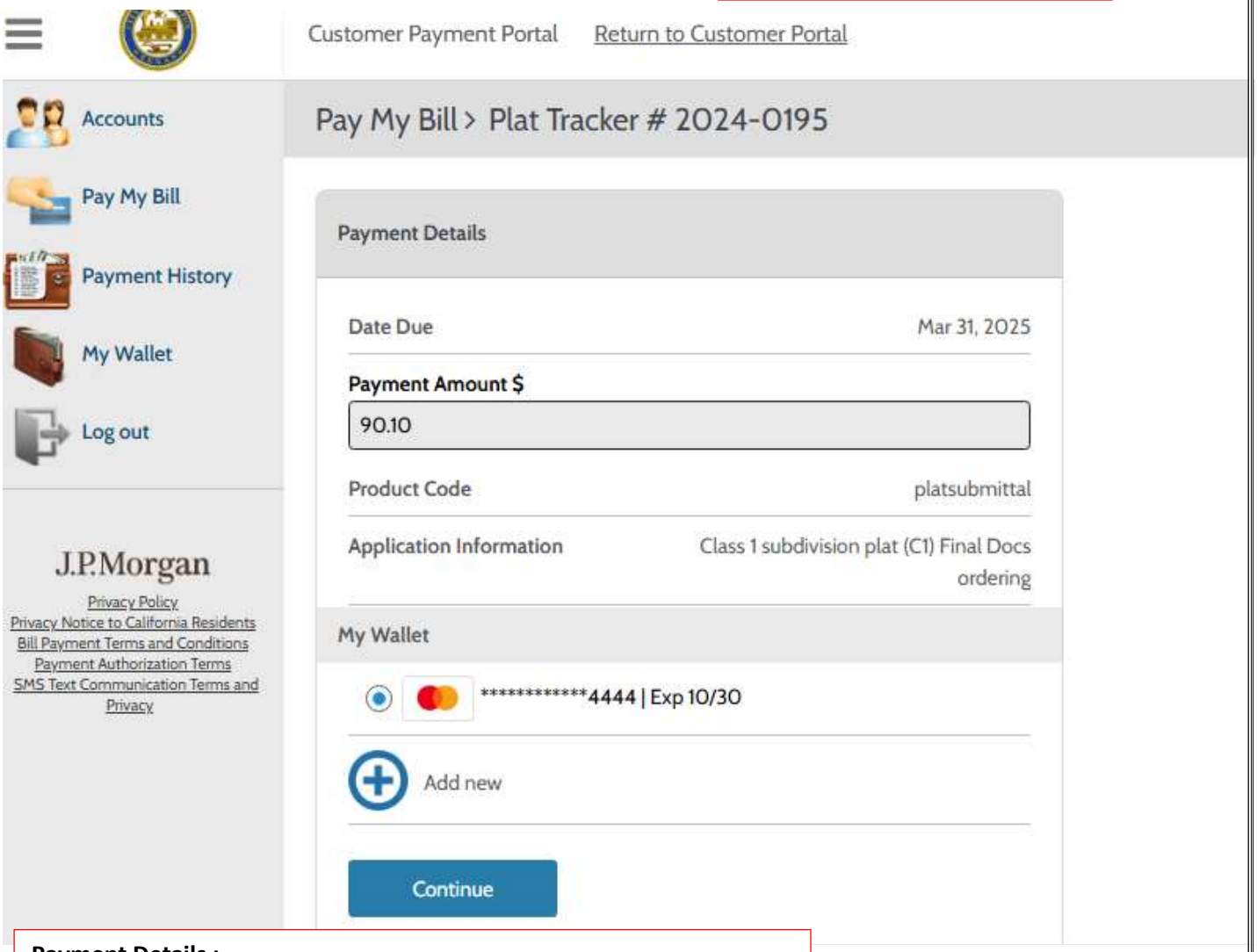
platsubmittal

Balance Due

$90.10

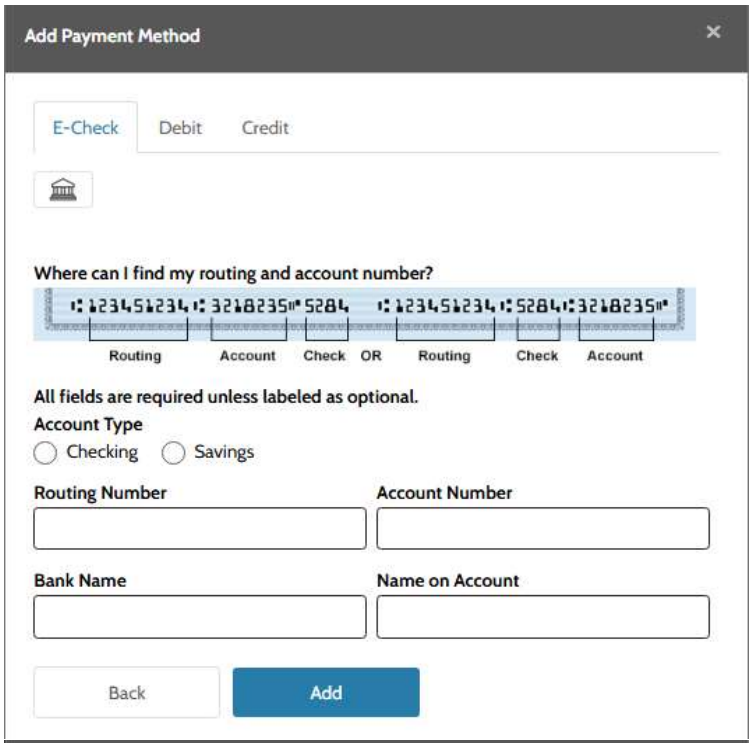
Select Pay Now or Pay Later

Pay Now | Pay Later Using Emailed Link



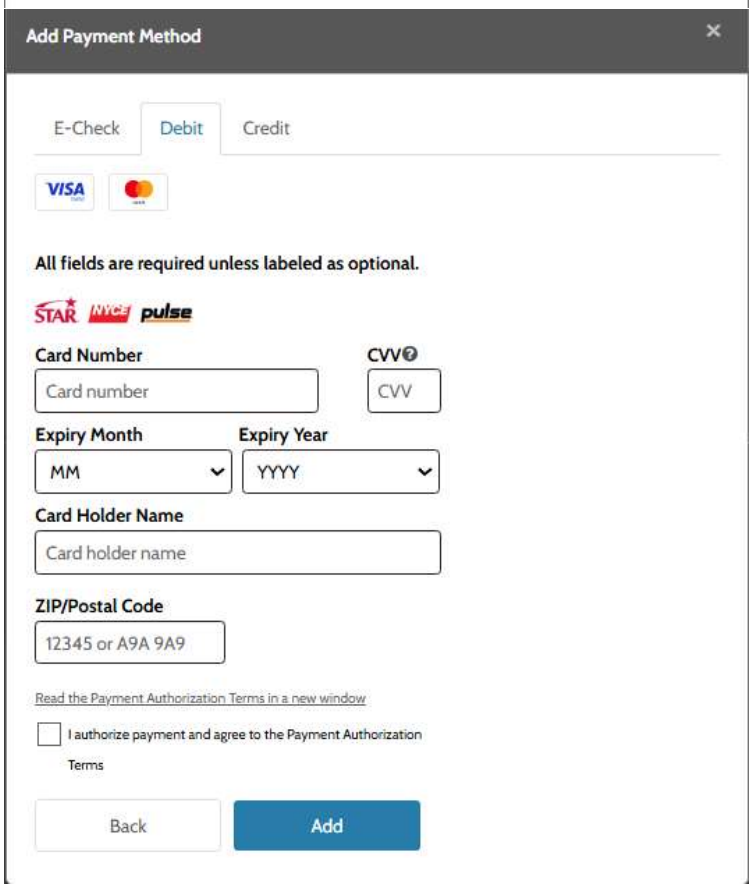
Payment Details :

- Review Payment Amount
- Determine payment method



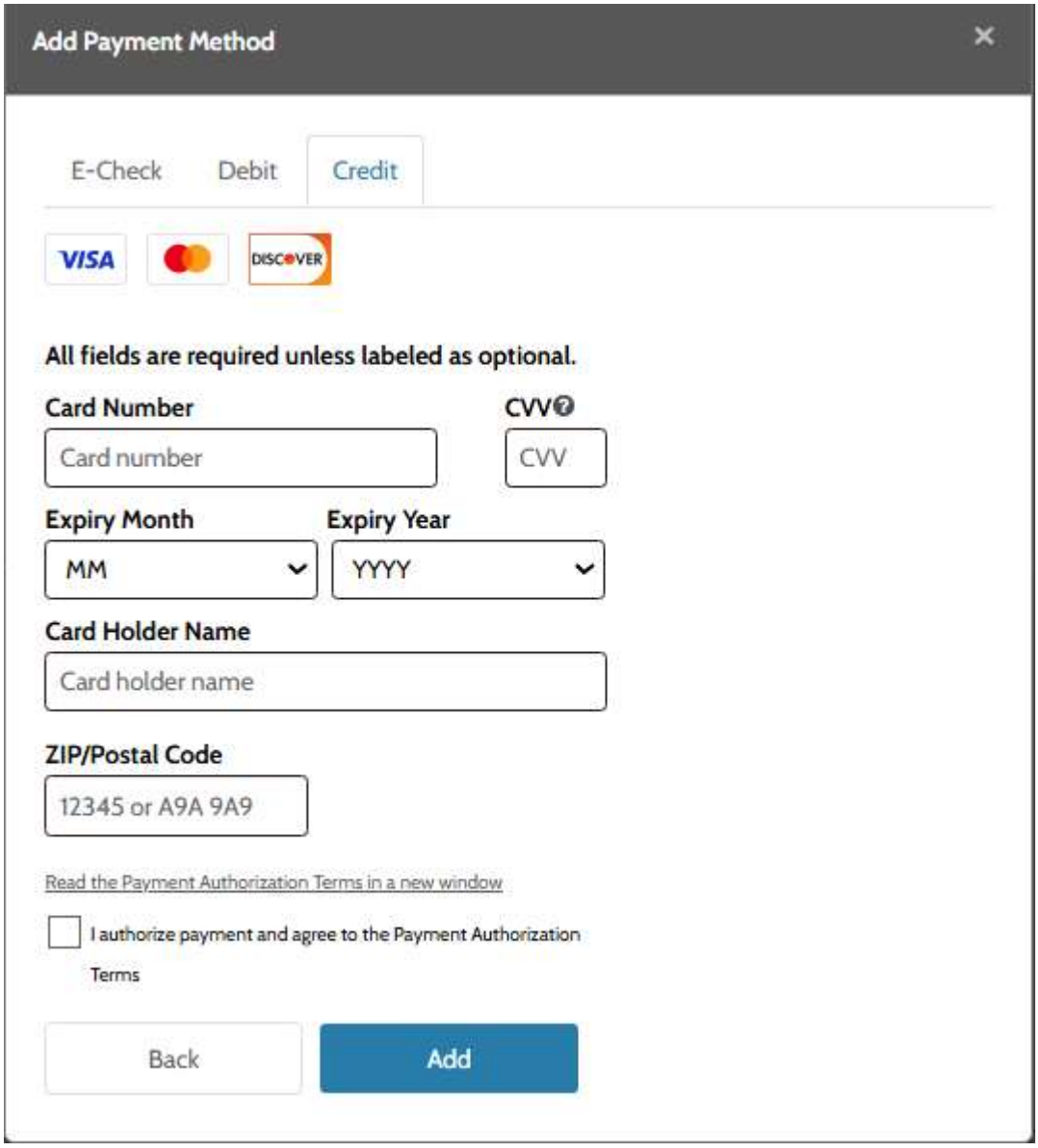
Add eCheck Payment Method:

- Complete required field per type ypon selection of tab.
- Select Ad



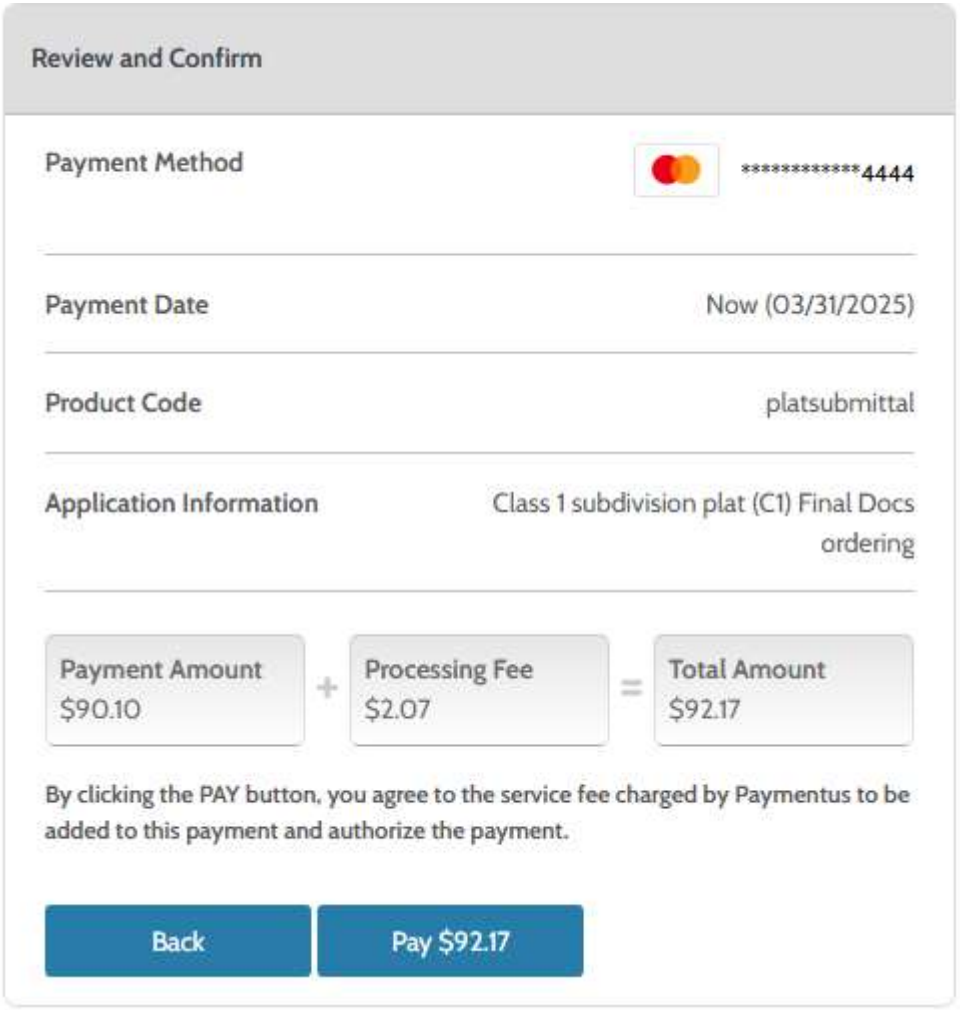
Add Debit Payment Method:

- Complete required field per type ypon selection of tab.
- Select Add



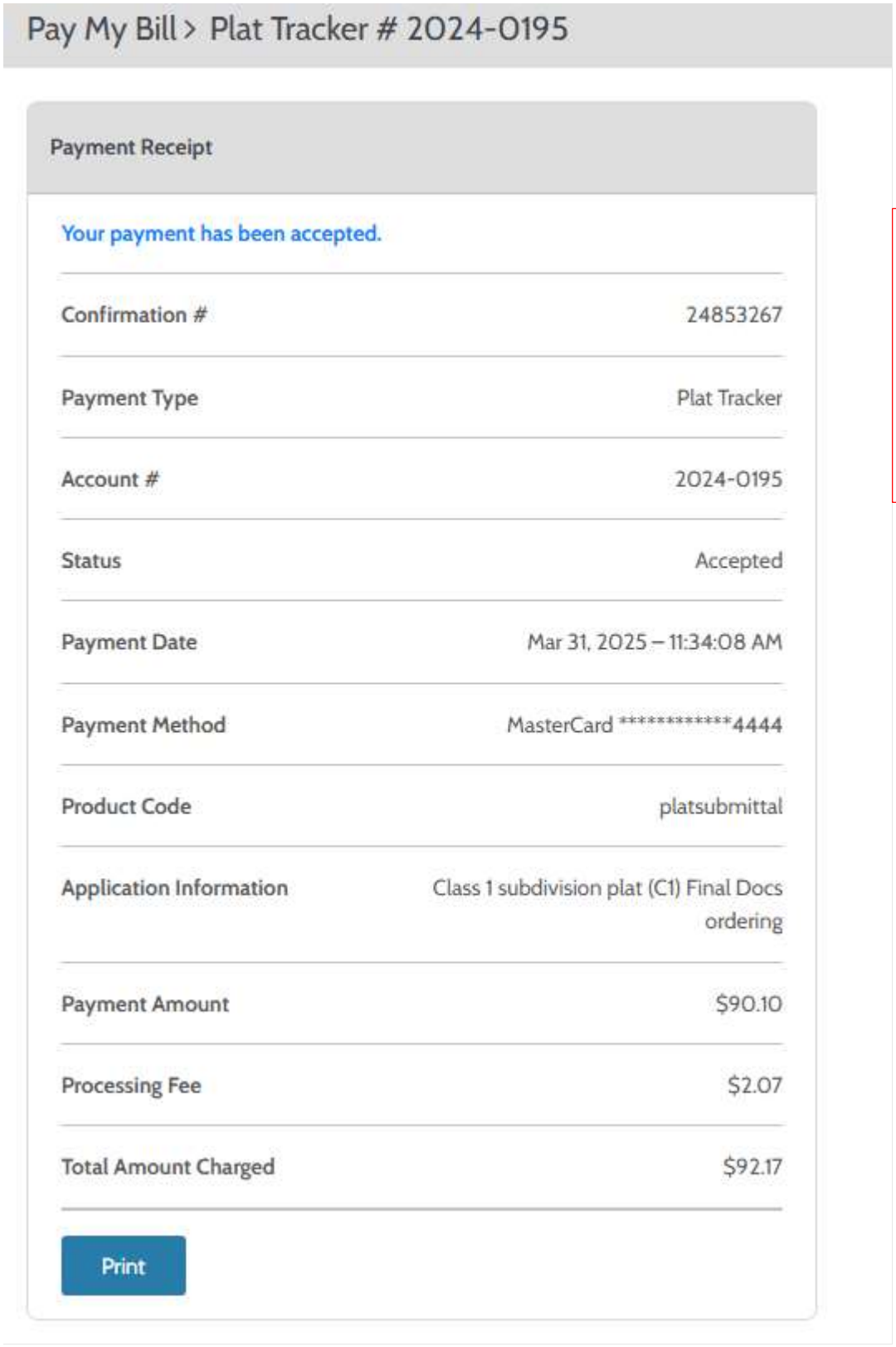
Add Credit Card Payment Option

- Add required fields
- Select authorization statement
- Select Add



Review and Confirm

- Review Payment Information
- Select Pay



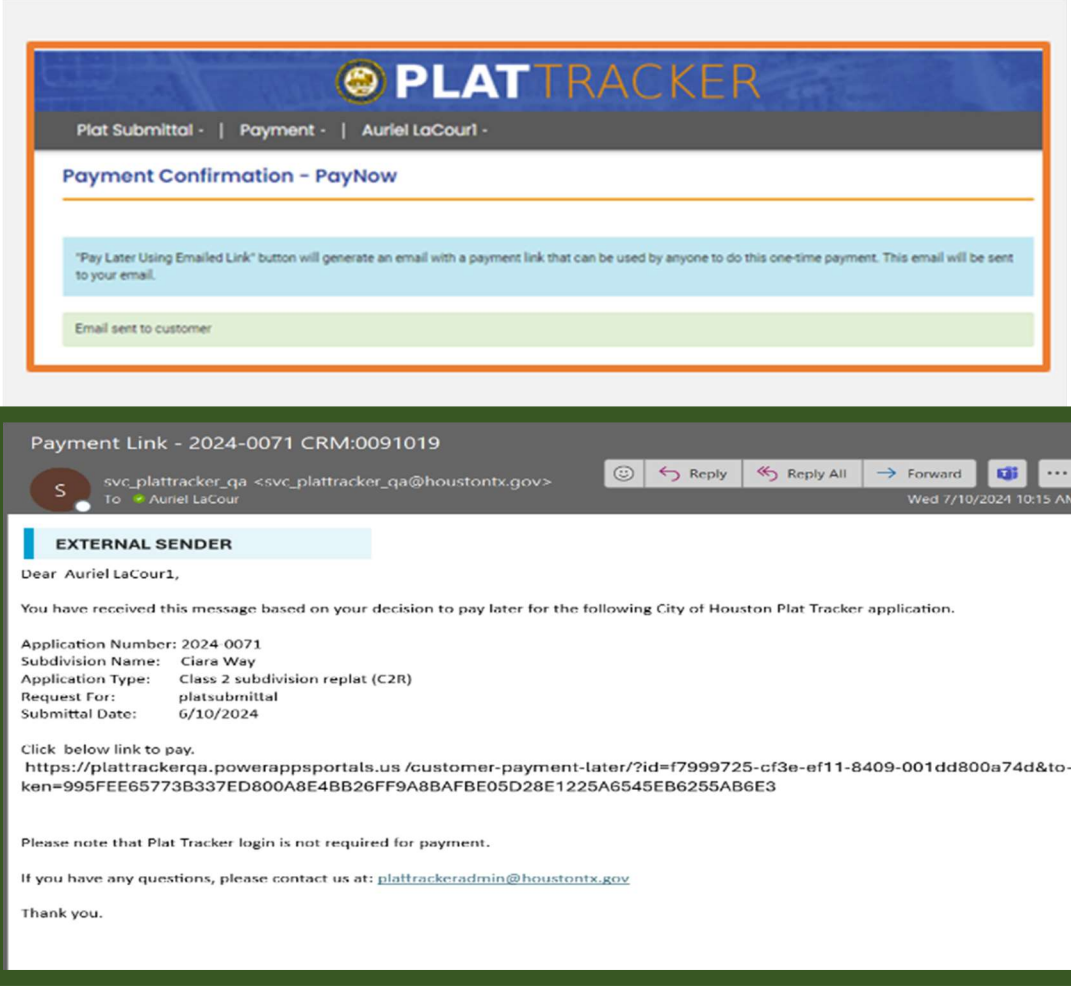
Payment Receipt :

- Select Print

h. Make a Payment (Pay Later)

Steps :

A. Select a record for payment.
   - ❑ Select Pay Later Option
     A. Email with link to pay at a later time.
     B. System Notification



i. Applicant Refund Request

Steps :

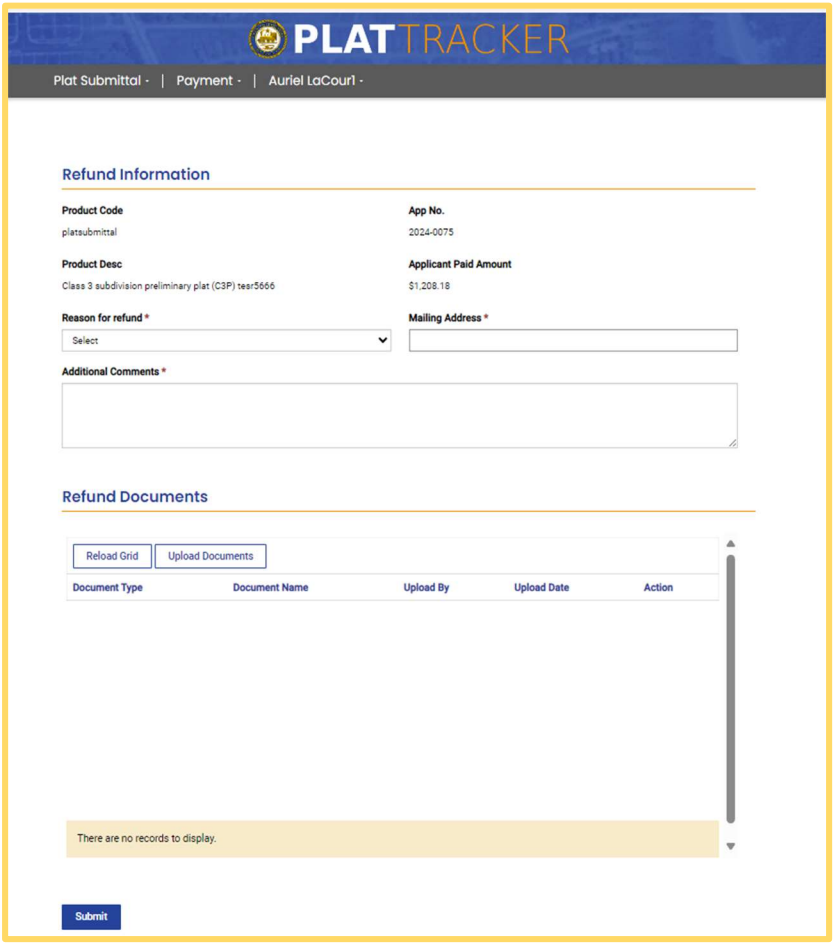
A. Select the create button to create a refund.
B. Complete all required fields.
C. Upload optional documents.
D. Select submit button.
   - ❑ A refund request will take 4-6 weeks for processing time.
   - ❑ A refund amount will not include the administrative fee.
   - ❑ An applicant has 60 days to request a refund for overpayment.
   - ❑ The system does not accept partial refund requests.

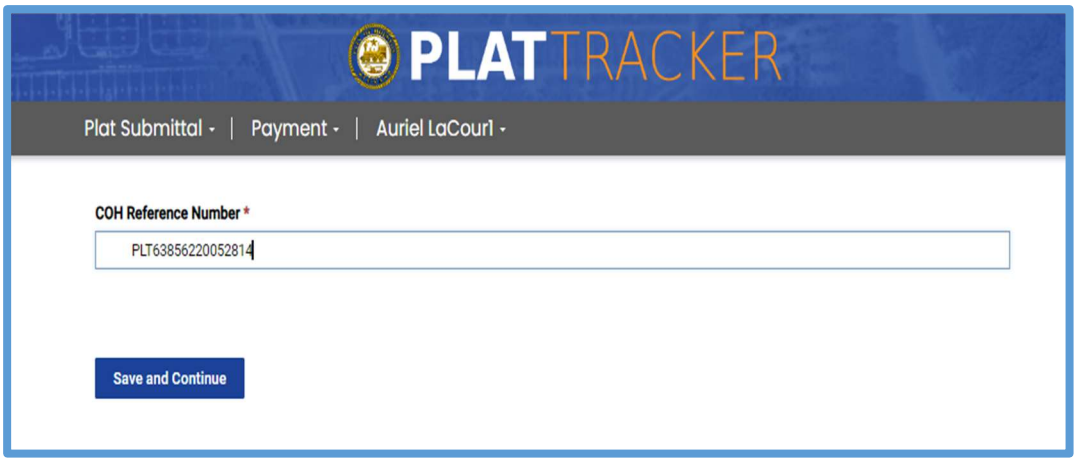
Refund Request

REFUND POLICY: The Planning and Development Department does not issue refunds for incomplete, inactive, or withdrawn plat applications. Refund requests can only be made for payments completed within the last 1 year.

Create

Payment Reference Number	Reason For Refund	Refund Approved Amount	Finance Approval	Planner Approval	Applicant Name	Created On
PLT63852772895218					Raghu Bommisetty	6/19/2024 3:28 PM
PLT63851992792551	Other	$469.15	Approved	Approved	Auriel LaCour1	5/22/2024 12:04 PM
PLT63851992837806					Auriel LaCour1	5/22/2024 12:00 PM
PLT63851992851148	Other				Auriel LaCour1	5/22/2024 11:58 AM
PLT63850619366580	Other	$0.00		Disapproved	Auriel LaCour1	5/8/2024 5:21 PM
PLT63850693452630	Other				Shanti Maddali	5/8/2024 5:21 PM
PLT63850619924988	Other	$50.00			Raghu Bommisetty	5/8/2024 5:02 PM
PLT63850619686460	Other	$400.00			Raghu Bommisetty	5/8/2024 4:57 PM
PLT63850176738759	Other	$200.00			Raghu Bommisetty	5/8/2024 4:44 PM





15.0 Create New Application

The Plat Tracker plat submittal process is composed of twelve steps. The first seven steps allow the organization's users to enter all the details relating to their plat projects. Step eight is an estimation of fees and a summary of your work, respectively. The last step completes the process by formally submitting the application with an affidavit. Start by selecting the option from drop down "Create New Application"

Application Steps:
Step 1: Subdivision Name
Step 2: Related Applications
Step 3: Upload Registry
Step 3.1: Verify Plat
Step 4: Application Type
Step 5: Contact Information
Step 6: Propose Street Name
Step 7: Plat Data
Step 8: Fees Summary
Step 9: Affidavit of the Owner
Step 10: Location
Step 11: Upload Documents
Step 12: Review Plat Location & Submit

a. Step 1: Enter Your Proposed Subdivision Plat Name

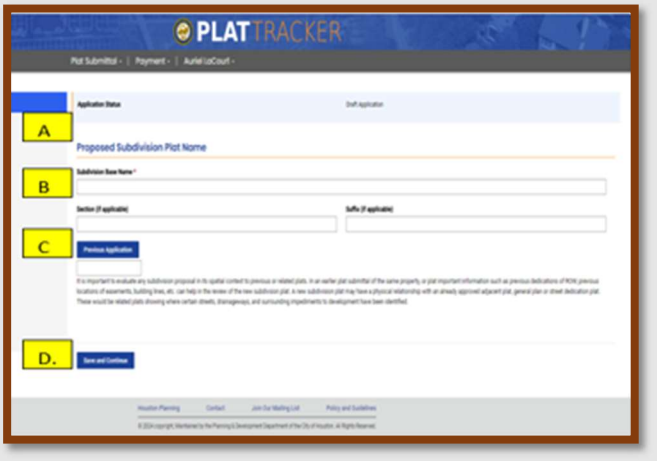
Steps :

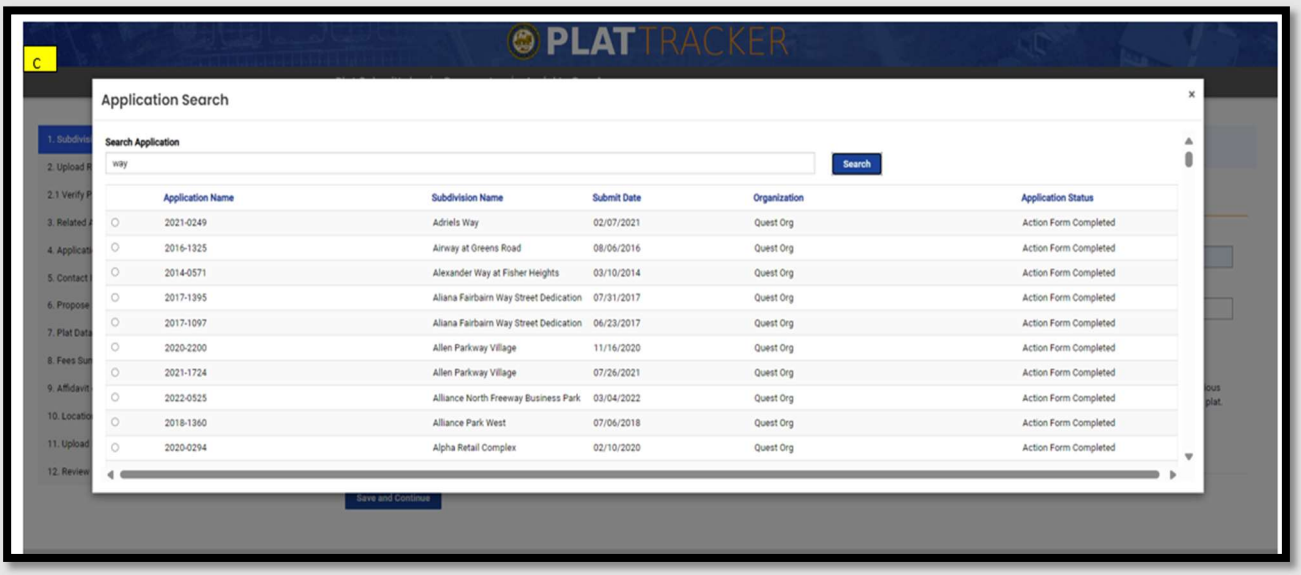
A. The system validates the subdivision name against other subdivisions currently in use.
   - Recall that the validation function may also be performed outside of the plat application process.

B. Enter the proposed name into the 'Subdivision Base Name' box along with the appropriate section number, suffix, and project name (if applicable).

C. Then click the 'Previous Application' button if applicable.
   - Note: duplicate subdivision names are only allowed if the project has a previous application using the same name.

D. Select Save and Continue.

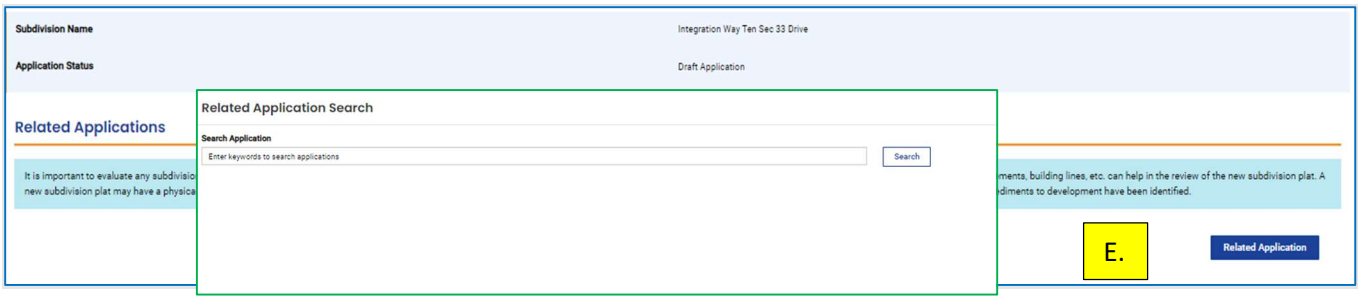


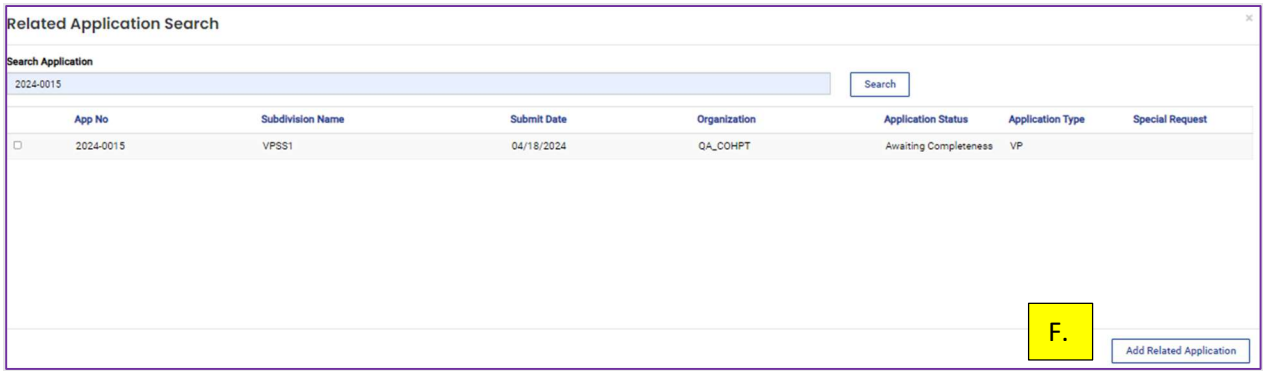


b. Step 2: Related Applications

Steps :

A. You may attach multiple related applications to your plat as well as a single previous application.
B. Then click the 'Search ' button. Select a related subdivision by clicking the appropriate 'Related App' radio button.
C. Note that you may assign as many related applications as you require.
D. If you have multiple previous applications, it is recommended that you select the most recent one.
E. Click the appropriate ' Related App' radio button. This results in its application number displaying in the Related Plat Application' box (see top of web page). You may change Related Plat Application' number manually or by selecting a replacement 'Previous App'.
F. Select Save and Continue





c. Step 3: Upload Registry

Begin by uploading your registry CAD drawing. You should have verified this file previously (refer to the Verify Plat Location section of this document). If your plat was not previously verified, you will be able to perform this process in the next step. Your registry CAD file must be created in accordance with the registry template guidelines (see the Plat Registry CAD Layer Guidelines section for more information).

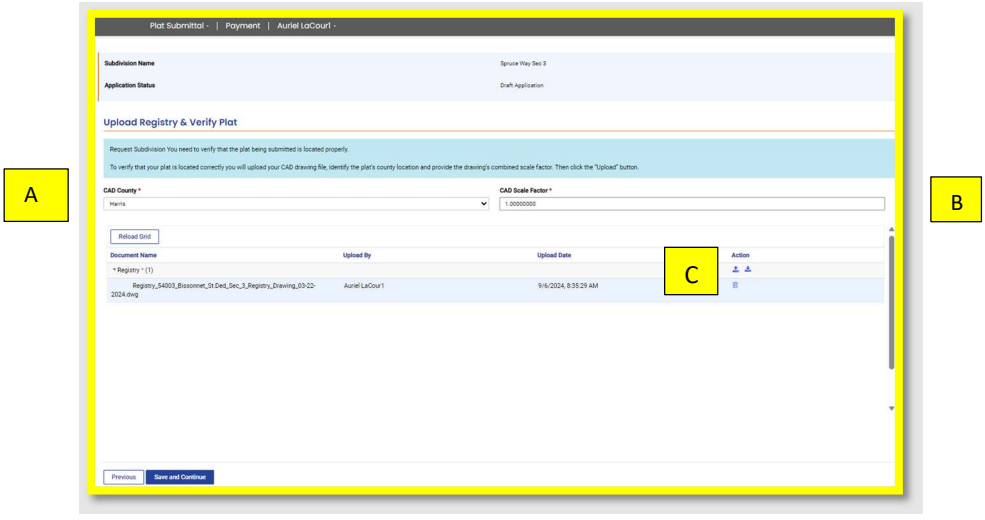
Steps :

A. Choose the 'Projection' (county) associated with the project. Counties currently in Plat Tracker are Harris, Fort Bend, Waller, Montgomery, and Liberty.

B. Enter the appropriate 'Scale Factor' for your drawing.
   - ❑ Note, the scale factor range is limited to 0.9-1.1. For numbers less than 1, enter a zero prior to the
   - ❑ Decimal point (example: 0.99 is correct and .99 is incorrect). Entering values without leading Zero (as required) or values outside the allowable range will result in an error.

C. Next, click the upload icon to upload your CAD drawing. Once you select a file, click the ‘Upload button” File' button. This will save your file to the Plat Tracker database. At that point, a message will display "The Registry File has been successfully uploaded.

D. Select Save and Continue

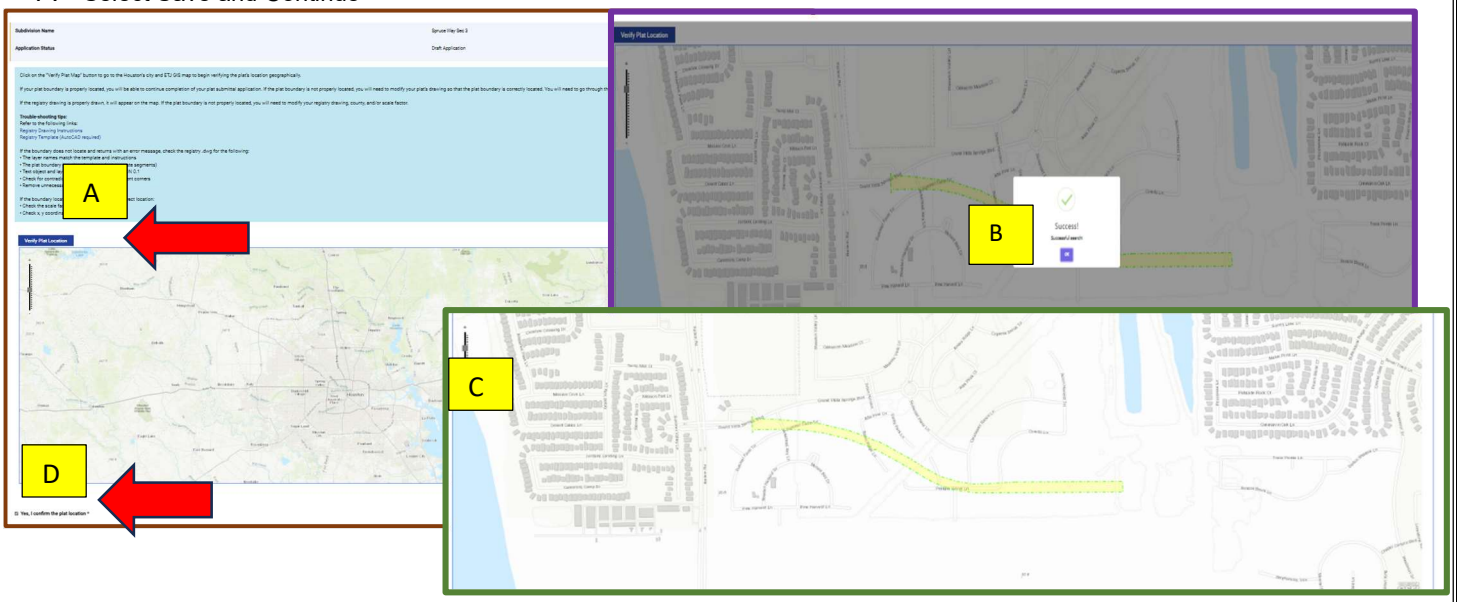


Note: If you previously saved a file (example Registry CAD file), saving a new file will replace the one previously assigned to the application.

d. Step 3.1 Verify Plat Location

This step offers applicants a way to verify the geographic correctness of their CAD drawing outside of the plat application process. The review process is performed visually in which you will verify the polygon boundary of your CAD registry file. Correcting any errors prior to submitting your application will reduce delays in the review process.

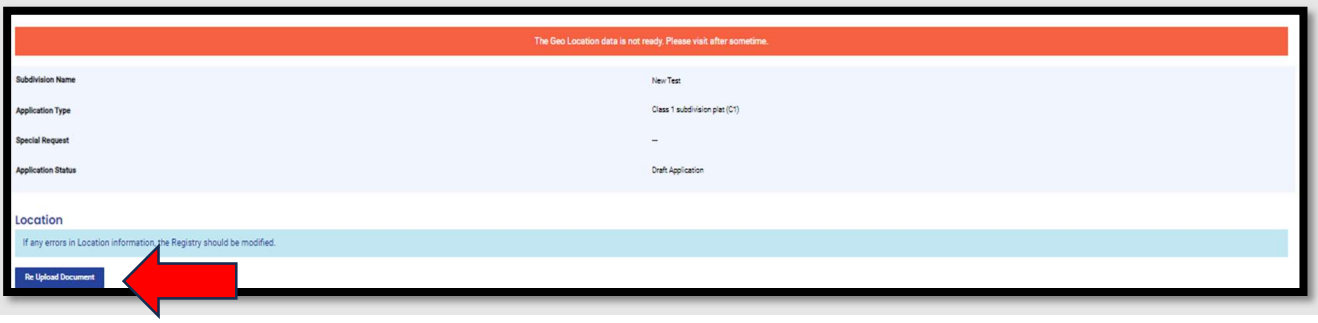
A. Next, your CAD file is processed by the Plat Tracker GIS system. If this runs smoothly, a message will display indicating success.
B. The GIS system interprets the geographic location of your CAD drawing and fills the screen with a map of the location.
C. In addition, the CAD drawing is presented as a transparent yellow overlay.
D. Review this map to ensure that your plat boundary is in the correct geographic location. Zoom out using the Zoom tool on the left. Select confirm the plat location.
E. Any boundary that is "slightly off" should be corrected. If you continue to have problems with alignment or want to discuss "slightly off" plat locations, contact Planning Department staff. Select Previous
F. Select Save and Continue



e. CAD File Fails

If your registry CAD file fails visual inspection, you should save your work, correct your file, and reload the registry. Prior to submitting your plat application, you may make corrections and verify your CAD drawing as many times as you like.

A. On Location Tab select Re-Upload Document

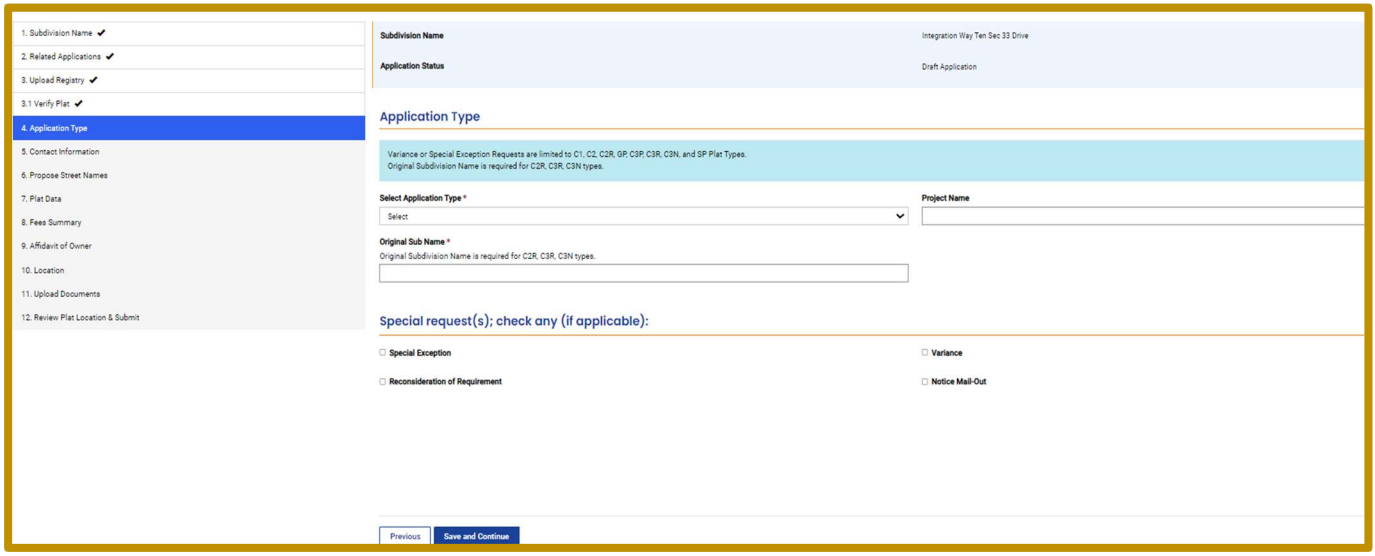


f. Step 4: Application Type

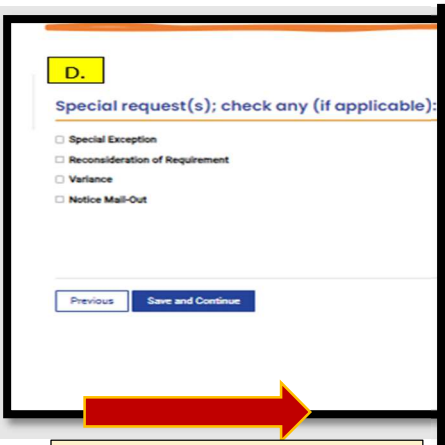
Steps :

A. To proceed, 'Select Application Type' from the dropdown list provided.
B. Enter Original Subdivision Name if applicable.
C. Enter the Projects Name
D. Also, click the checkbox of any valid special requests that apply to your project.
   - ❑ along with special request(s) selections for each type.

E. Select Save and Continue



g. Application Type - Optional Special Requests



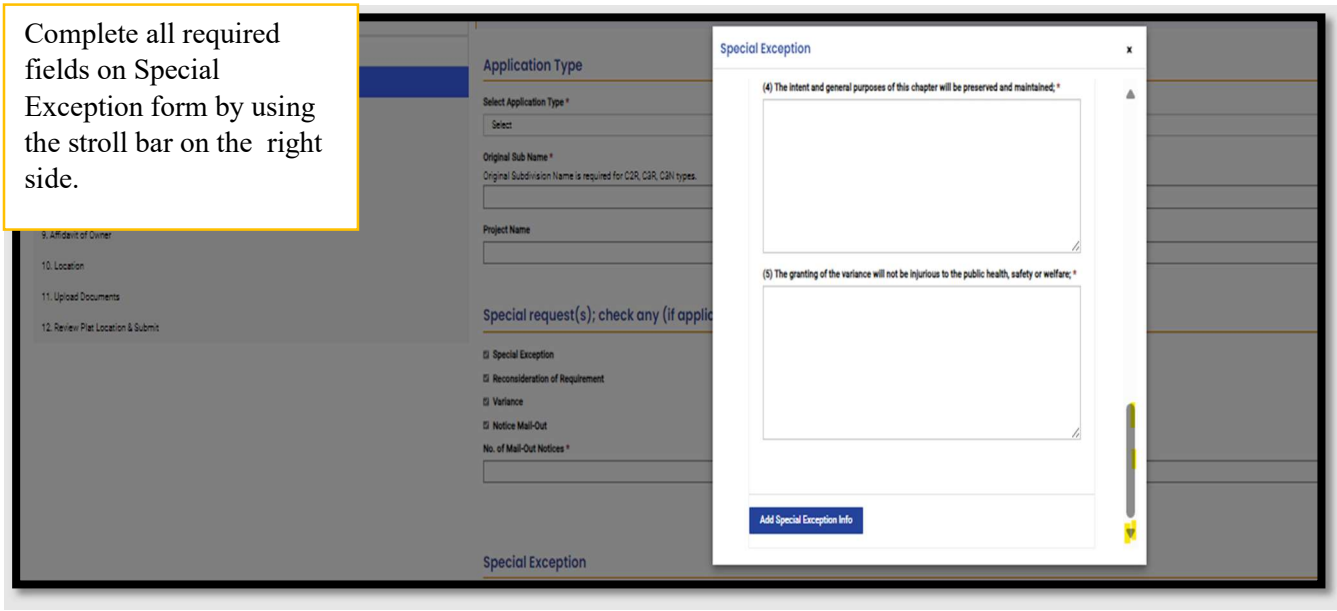
IMPORTANT: Variance or Special Exception Requests are limited to C1, C2, C2R, GP, C3P, C3R, C3N, and SP Plat Types.

Note: 'Reconsideration of Requirement Form' and 'Public Hearing Form' - only ONE document is allowed each. 'Variance Form' and 'Special Exception Form' can consist of multiple forms.

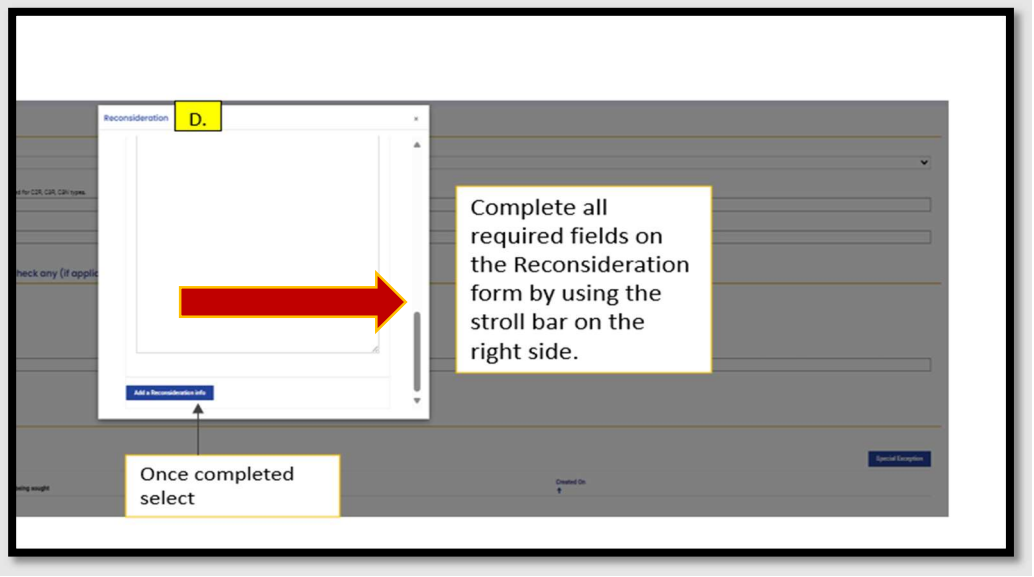
Application Types: Subdivision Plat Classification	Optional Special Requests
Class 1 Subdivision Plat (C1)	Reconsideration of Requirement
Class 2 Subdivision Plat (C2)	Variance Special Exception Reconsideration of Requirement
Class 2 Subdivision Replat (C2R)	Variance Special Exception Reconsideration of Requirement
Class 3 Subdivision Final Plat (C3F)	Reconsideration of Requirement
Class 3 Subdivision Replat Public Hearing Notification (C3N)	Variance Special Exception Reconsideration of Requirement
Class 3 Subdivision Preliminary Plat (C3P)	Variance Special Exception Reconsideration of Requirement
Class 3 Subdivision Preliminary Replat (C3R)	Variance Special Exception Reconsideration of Requirement
General Plan (GP)	Variance Special Exception Reconsideration of Requirement
Street Dedication Plat (SP)	Variance Special Exception Reconsideration of Requirement
Vacating Preliminary (VP)	
Vacating Final (VF)	

h. Special Exception Form

Complete all required fields on Special Exception form by using the stroll bar on the right side.

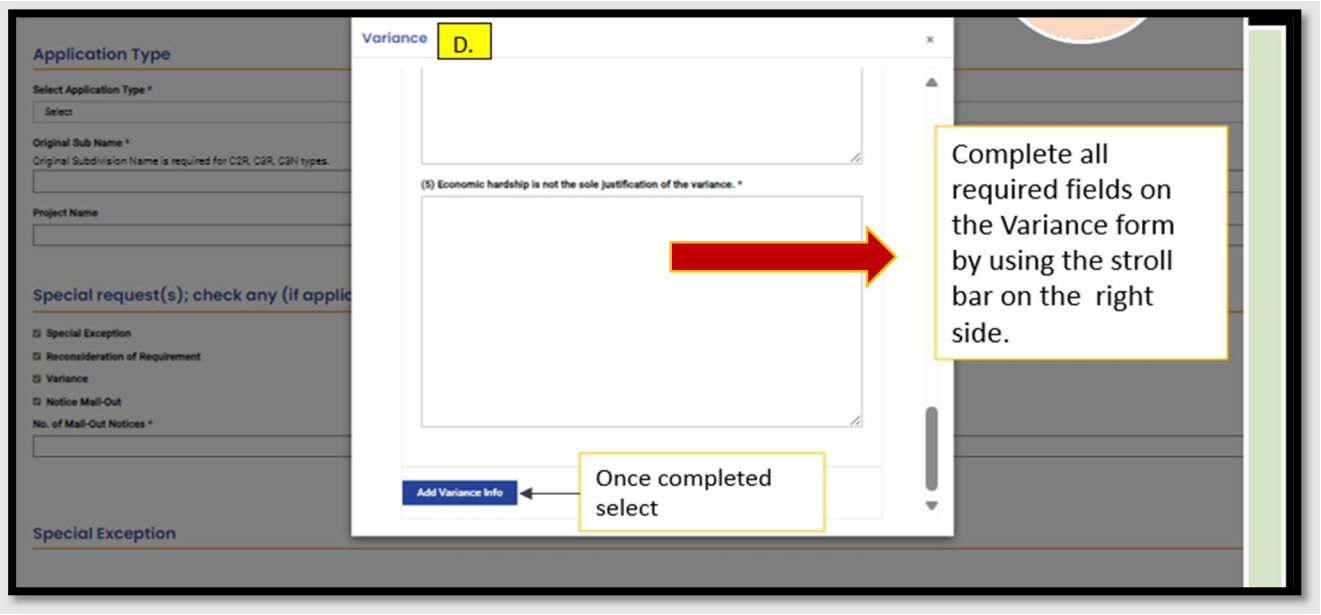


i. Reconsideration Form

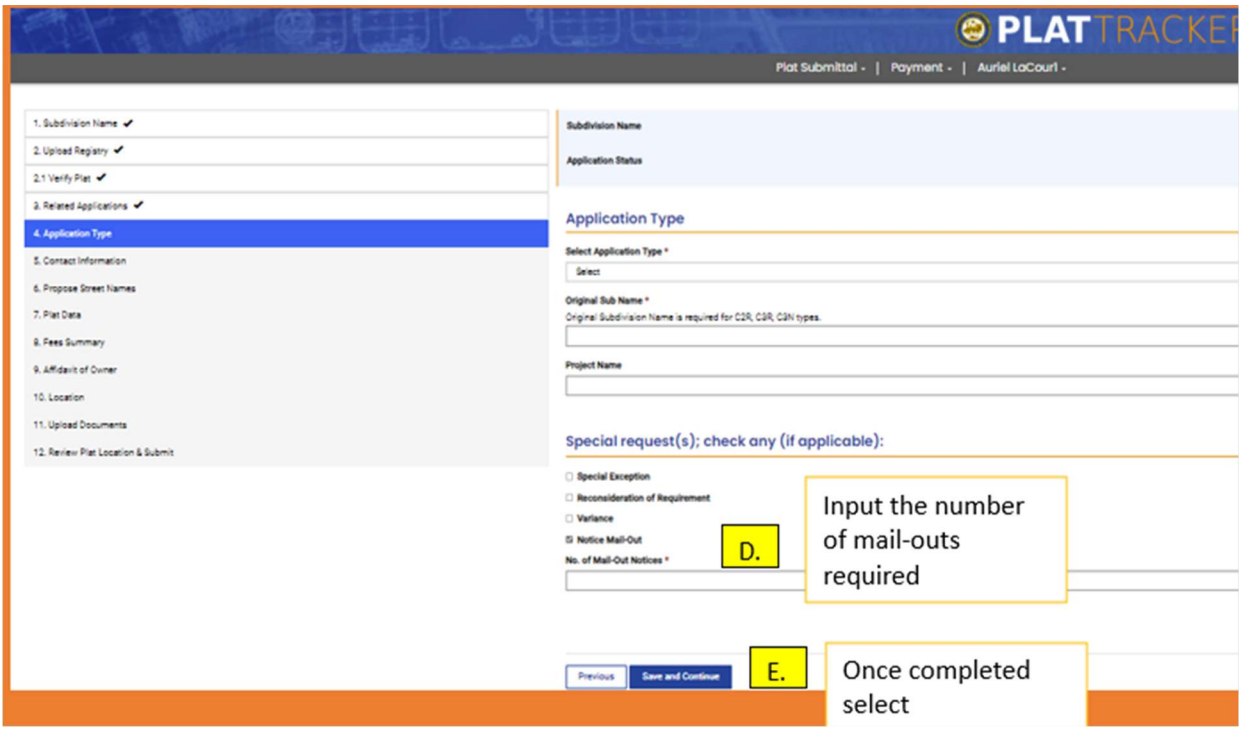


Only one 'Reconsideration of Requirement Form' is allowed. If one has been created, delete the first one.

j. Variance Form



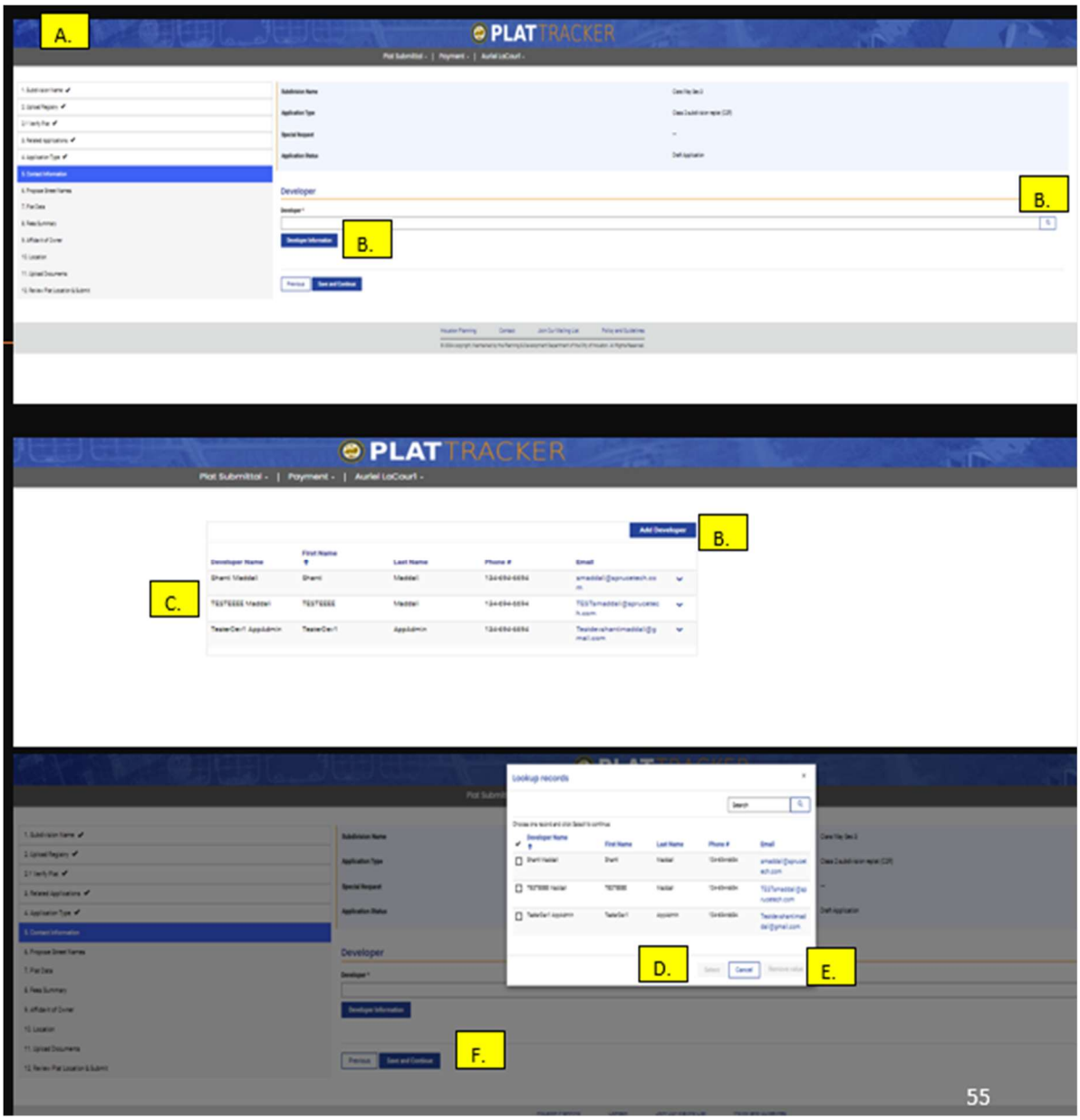
k. Notice Mail-out.



l. Step 5: Contact Information

Steps :

A. This screen displays your developer information.
B. In addition, a developer may be selected from the search or by selecting the developer information button.
C. The list includes developers previously used by your organization.
D. Click the 'Select' link.
E. You may also select the “Remove Value” button to remove a developer.
   - Note that only one developer can be selected per application.
F. Select Save and Continue



m. Step 6: Proposed Street Name

A street name is composed of the four parts: directional prefix, base street name, street type suffix, and directional suffix. A street name MUST include the base street name and street name suffix. Both the directional prefix and suffix are optional.

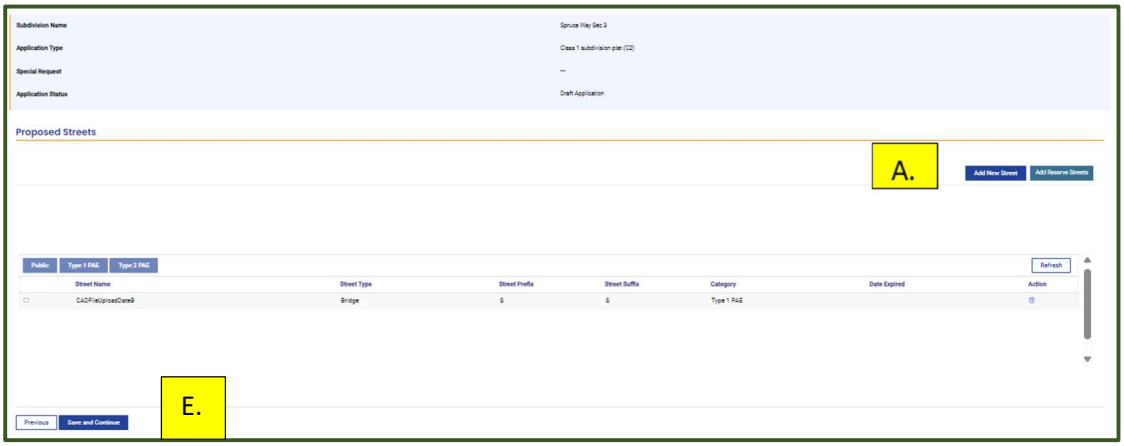
- ❑ Directional prefix – N, S, E, W
- ❑ Base street name – Main is the base street name in N Main Street
- ❑ Street type suffix – Street, Lane, Avenue, etc. A complete list of suffixes and usage rules can be found at the end of this section as well as on the 'Street Name Check' webpage. Reference Sec. 42-133 (4)
- ❑ Directional suffix - N, S, E, W

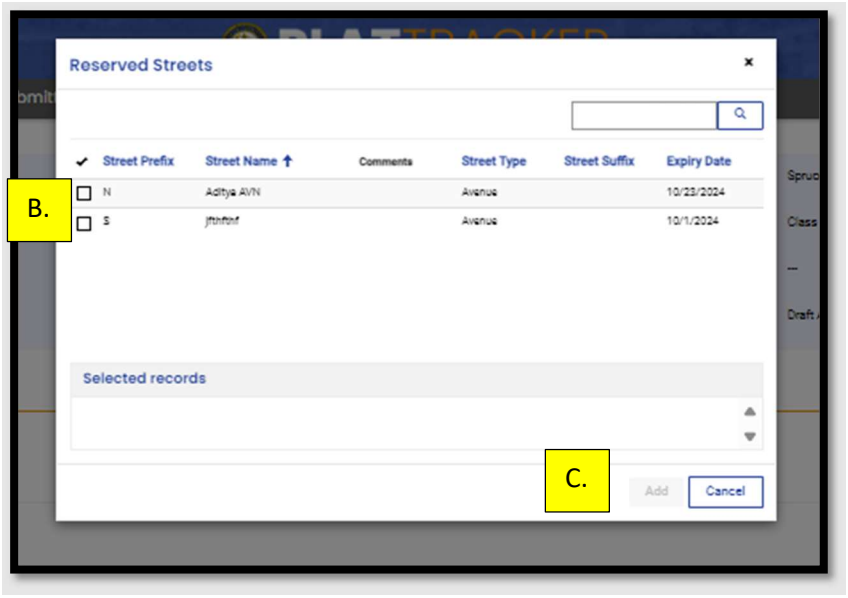
This page serves several purposes. It gives you the ability to propose already reserved street names to your plat application, as well as add non-reserved proposed street names. A listing will display including all streets saved for your organization, regardless if they were reserved or proposed.

You have the ability to add a new street name directly to the plat application. First, enter the street name into the boxes provided ('New Street Names'). Recall that the 'Street Name' (base name) and 'Street Type' (dropdown list) are required. The directional prefix and suffix are optional.

Steps :

A. Add a Reserved Street – To add a previously reserved street name select Add Reserved Street.
B. Select Record
C. Select Add
D. Updating a Proposed Street Name: You can update the category shown by selecting a record, then new category from the options : Public, Type 1 PAE or Type 2 PAE
E. Select Save and Continue

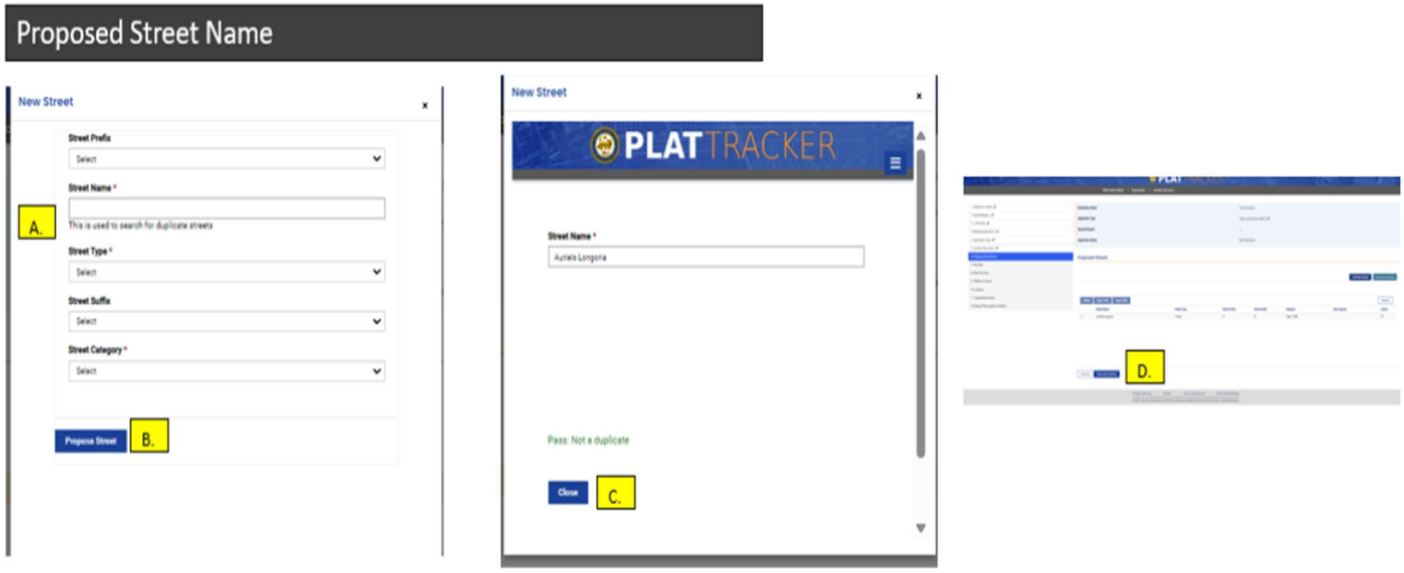




n. Add New Street Name

Steps :

A. Add New Street Name enter required fields.
B. Select Proposed Street
C. Select Close
D. Select Save and Continue

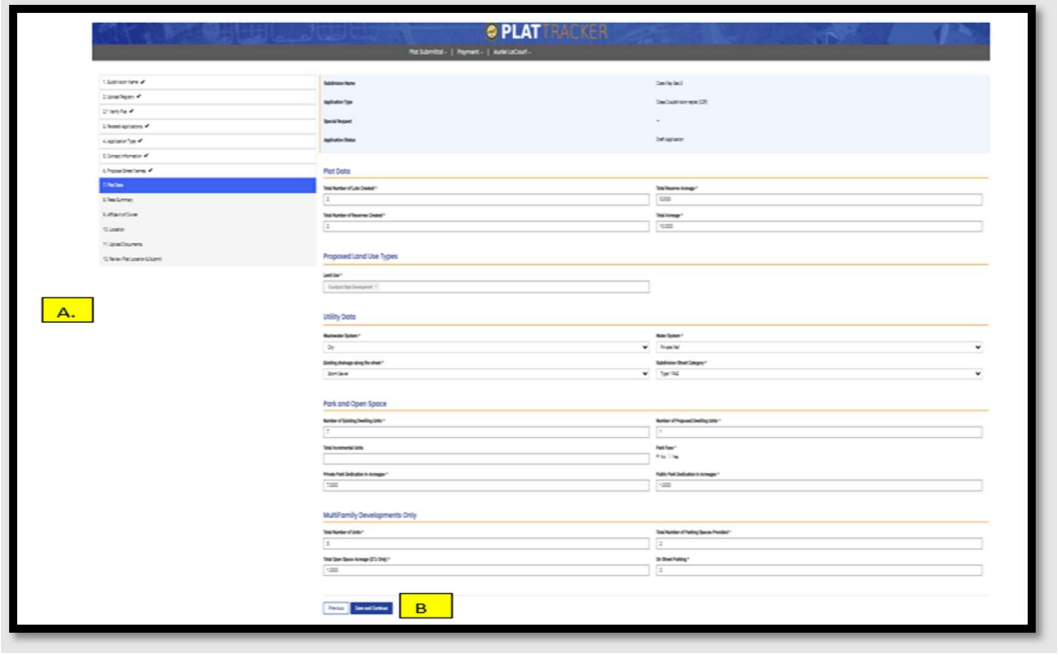


o. Step 7: Plat Data

This page displays plat data including acreage, multifamily details (if any), location data, park dedication, and proposed street names.

Steps :

A. Complete all required fields *
B. Select Save and Continue

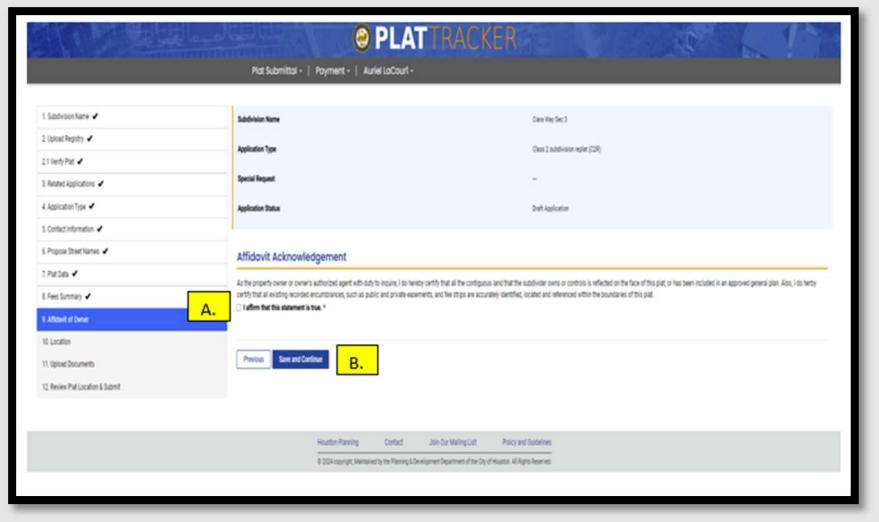


p. Step 9: Affidavit Acknowledgement

The affidavit confirms that the information provided within your application is true and complete. Once you click the box: "I affirm that this statement is true", the 'Submit' button will show up.

Steps :

A. Check the checkbox if you agree with the affidavit statement.
B. Select Save and Continue



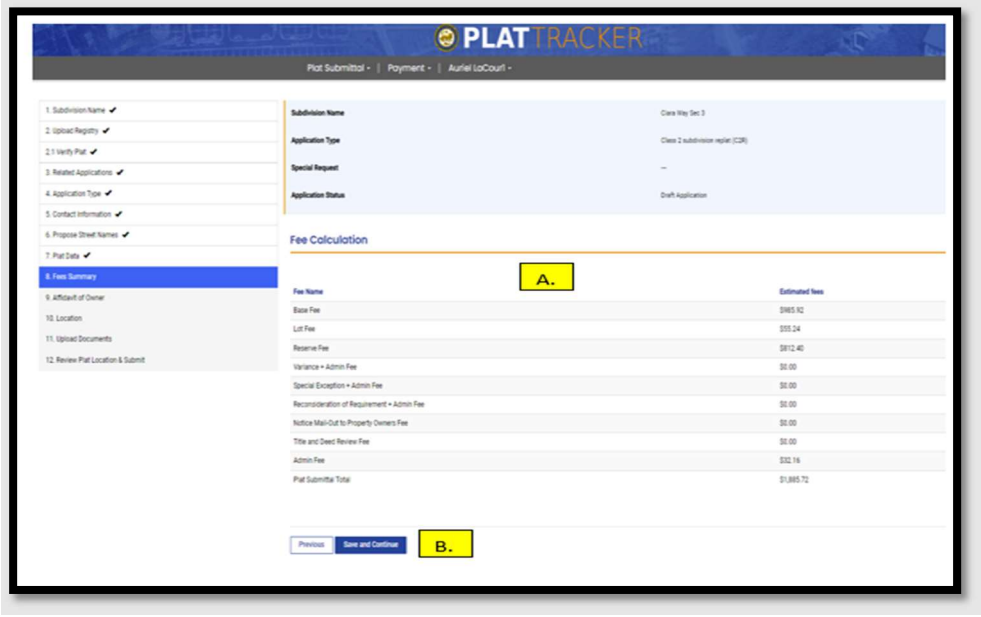
q. Step 8: Fee Summary

Draft platting fees are automatically calculated based on information provided in this application. These are estimates. Actual payment is made after step 12.

All plat applications require a base fee and an administrative fee. Lot fees, reserve fees, and special request fees are billed if the applicable items are in the application

Steps :

A. Review fee calculation.
B. Select Save and Continue



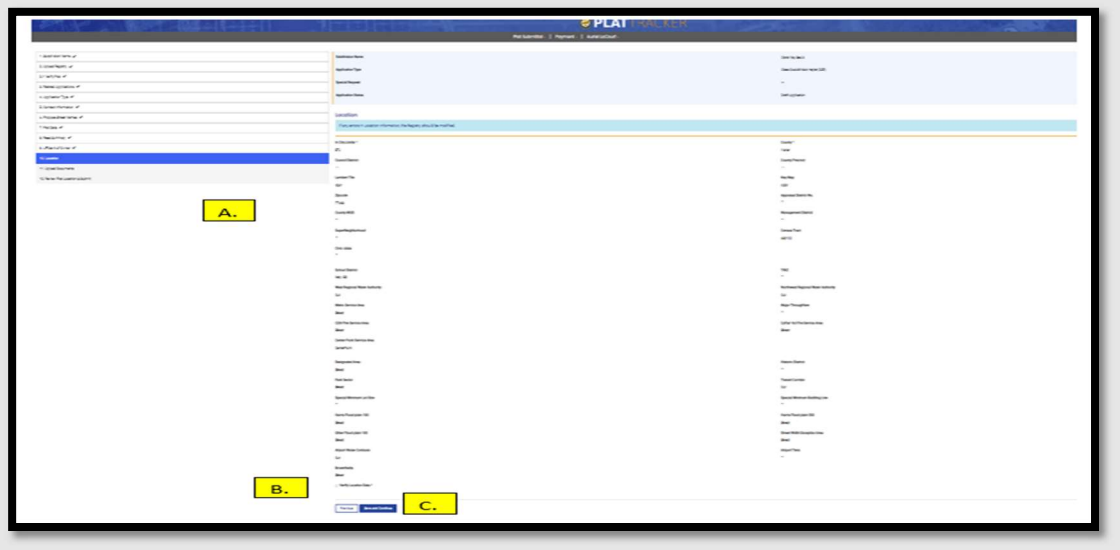
r. Step 10: Location Data

- ❑ Each item in the location data table is limited to a single location regardless of if the plat intersects multiple locations (zip codes, counties, etc.). Only the primary location is listed.
- ❑ In City Limits: Designated as City (Full) or ETJ (Limited)
- ❑ Designated area: City name and/or location. Example: City of Houston, Urban Area, Suburb Area, etc.
- ❑ County: Fort Bend, Harris, Liberty, Montgomery, or Waller
- ❑ Key Map: Key map page and location. Example: 100A, 100B, etc.
- ❑ Lambert: Rectangular/regular grid numbering system. Example: 3020, 3021, etc.

- ❑ Zip code: Primary zip code for the property. Example: 77001, 77002, etc.
- ❑ Council District: City Council District (A-K)
- ❑ Census Tract: Census tract number. Example: 100000, 210000, etc.
- ❑ School District: Alief ISD, Houston ISD, Magnolia ISD, Pasadena ISD, Spring ISD, etc.
- ❑ TIRZ: Tax Increment Reinvestment Zones are special zones created by City Council to attract new. investment in an area. Example: Eastside, Greenspoint, Market Square, Upper Kirby, Uptown, etc.
- ❑ Historic District: Designated areas that preserve valuable historic resources help in boosting civic pride, economic prosperity and give residents as well as visitors a visible reminder of our significant culture and heritage. Example: Audubon Place, Avondale East, Boulevard Oaks, etc.
- ❑ Super Neighborhood: Geographically designated area where residents, civic organizations, institutions and businesses work together to identify, plan, and set priorities to address the needs and concerns of their community. Example: Willowbrook, Greater Greenspoint, Carverdale, etc.
- ❑ Park Sector: Park sector numbers are 0-21.
- ❑ MUD (County MUD): Municipal Utility Districts, example: Harris County MUD 120, Fort Bend County MUD 133, etc.
- ❑ Transit Corridor: Coordinates of land designated for Houston's Light Rail system. Example: 115700000010. If located in the Transit Corridor area, the value of IN is displayed.
- ❑ Management District: These districts are empowered to promote, develop, encourage and maintain employment, commerce, transportation, housing, tourism, recreation, arts, entertainment, economic development, safety and public welfare. Example: Houston Downtown, Montrose, Spring Branch, Westchase, etc.
- ❑ Metro Service Area: If located in the Houston Metropolitan area, the value of IN is displayed.
- ❑ Electrical Utility: If located in the Center Point Service area, or Entergy Service area.
- ❑ COH Fire Service Area: Fire station number designated for that property (1-105). Designate as IN is displayed.
- ❑ CyFair Vol. Fire Service area: If located in the CyFair Vol. Fire Service area, the value of IN is displayed.
- ❑ Harris Flood Plain 500: If located in the Harris Floodplain 500 area, the value of IN is displayed.
- ❑ Airport Noise Contours: Typical departure and arrival corridors for aircraft. The configurations vary based on the prevailing wind conditions. If located in the Airport Noise Contours area, the value of IN is displayed.
- ❑ Airport Tier: Example: Hobby Tier 1

Steps :

A. Review all derived location data.
B. Check the checkbox to verify location data.
C. Select Save and Continue



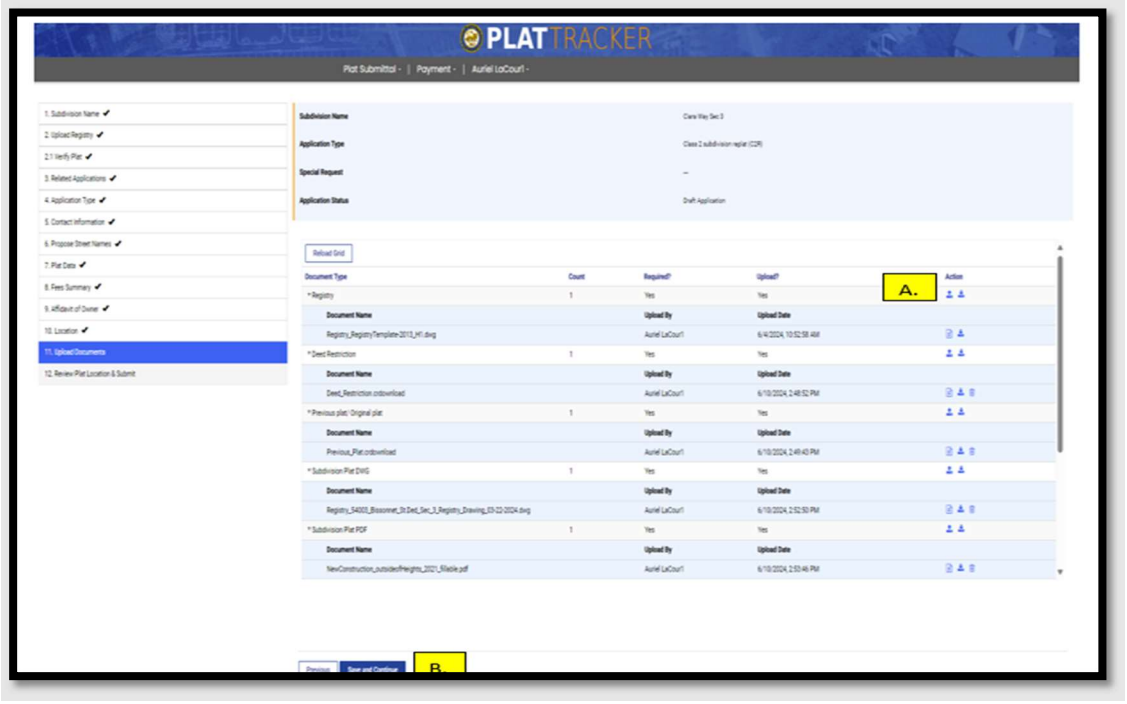
s. Step 11: Upload Documents

- ❑ At this point, you will upload all the external files associated with your project.
- ❑ The page displays a table listing all required files for this application.
- ❑ Files can be removed by clicking the "Delete" icon for that file. Saving a new file will replace the one previously assigned to the application.

- ❑ There are several required document types that must be attached to your application, depending upon the Application Type you select. (For uploading additional documents type, simply click 'Attach icon' beside the Label for each appropriate description, 'Browse' for the document to upload or drag and drop from your computer.
- ❑ A listing of all uploaded files associated with this application. The items displayed include file name, document type, date uploaded, and the person who uploaded the document. B

Steps :

A. Upload all required document(s)
B. Select Save and Continue



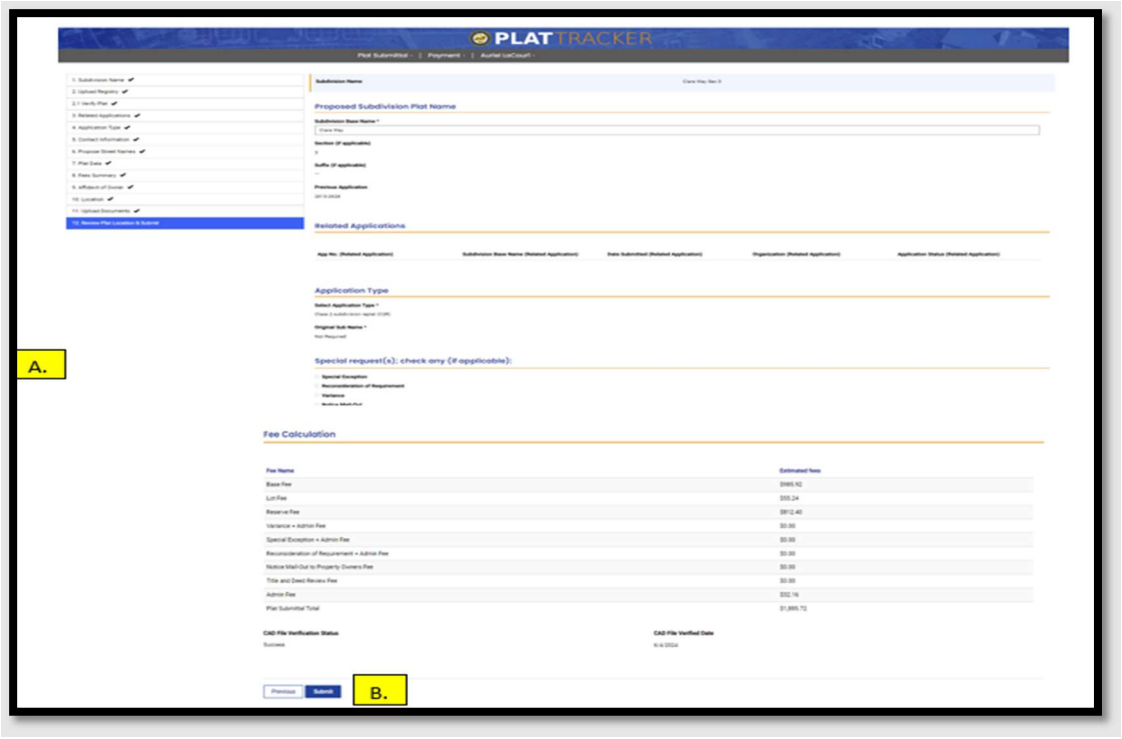
t. Step 12: Review Plat Location and Submit

A complete summary of your application is displayed in this step including uploaded files and their filenames. This page is read only. Any changes must be made on the appropriate tab for that specific item.

Once the application is submitted, you will no longer be able to make changes to the application.

Steps :

A. Review all data.
B. Select Submit



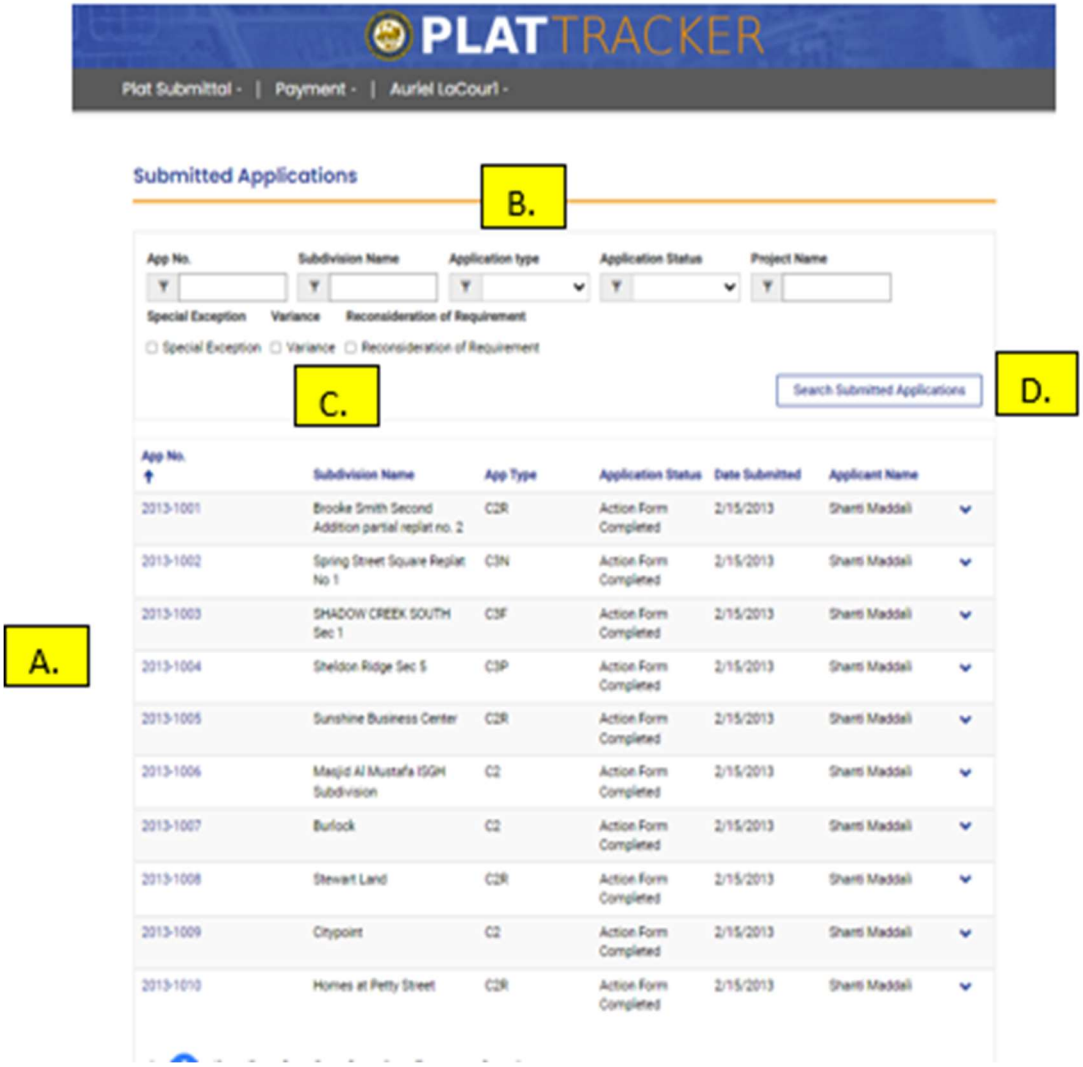
16.0 Submitted Applications

Any user in the organization may view data for plats formally submitted by your organization. Select the menu “Submitted Applications” A new page will automatically open, 'All Submitted Plat Applications', (see below). Here, you will see a list of your organization’s plats. Simply click the application link beside the plat of interest. The page labeled 'Plat Application' will open allowing you to view application information, status, fee, and associated documents.

Steps :

A. View the list of the submitted applications.
B. Search/sort by
    - Application Number
    - Subdivision Name
    - Application Type
    - Application Status
    - Project Name
C. Search/sort by
    - Special Exception
    - Variance
    - Reconsideration of Requirement
D. Select Search Submitted Application

‘


PLATTRACKER
Plat Submittal - | Payment - | Auriel LaCourt -
Submitted Applications
B.
App No.
Subdivision Name
Application type
Application Status
Project Name
Special Exception
Variance
Reconsideration of Requirement
Special Exception Variance Reconsideration of Requirement
C.
Search Submitted Applications
D.
A.
App No.
Subdivision Name
App Type
Application Status
Date Submitted
Applicant Name
2013-1001 Brooke Smith Second Addition partial replat no. 2 C2R Action Form Completed 2/15/2013 Shanti Maddali
2013-1002 Spring Street Square Replat No 1 C3N Action Form Completed 2/15/2013 Shanti Maddali
2013-1003 SHADOW CREEK SOUTH Sec 1 C3F Action Form Completed 2/15/2013 Shanti Maddali
2013-1004 Sheldon Ridge Sec 5 C3P Action Form Completed 2/15/2013 Shanti Maddali
2013-1005 Sunshine Business Center C2R Action Form Completed 2/15/2013 Shanti Maddali
2013-1006 Masjid Al Mustafa ISGH Subdivision C2 Action Form Completed 2/15/2013 Shanti Maddali
2013-1007 Burlock C2 Action Form Completed 2/15/2013 Shanti Maddali
2013-1008 Stewart Land C2R Action Form Completed 2/15/2013 Shanti Maddali
2013-1009 Citypoint C2 Action Form Completed 2/15/2013 Shanti Maddali
2013-1010 Homes at Petty Street C2R Action Form Completed 2/15/2013 Shanti Maddali

a. Application Status Defined

Plat Status	Definition
Action Form Completed	Planning Commission session has ended. The planner admin attaches the planning commission recommendation to the application: approved, disapproved, withdrawn, or deferred.
Application Submitted	Applicant has submitted the application to Plat Tracker. The application is awaiting check-in.
Awaiting Assignment	The application has been assigned/routed to the appropriate agency by the check-in planner. At this point, the application is waiting to be assigned a reviewer planner.
Awaiting Completeness	The application was viewed by the check-in planner. However, the application and/or documents did not meet Plat Tracker criteria or required documents are missing. The application remains active pending required changes.
Being Reviewed	Reviewing planner is assigned. Review is in process.
Check-In Complete	The application was reviewed by the check-in planner. All required documents are included and meet Plat Tracker criteria. The application is tentatively promoted to the agenda for the next planning commission cycle.
Draft Application	Application is in process by applicant. No action is taken by planners until the application is submitted.
Inactive Application	If an application is awaiting completeness over 30 days from the submitted date, the application becomes inactive. Any future action will require a new application.
Updating Action Form	The planning commission is scheduled to review the application.

17.0 Subdivision Name Check

Steps :

A. 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.
   - Note that the listing may be associated with a previous application for this property. In that case, the name is not considered duplicate in Plat Tracker. This is handled during the application process.
   - Continue to type in names until you find a unique subdivision name to use.

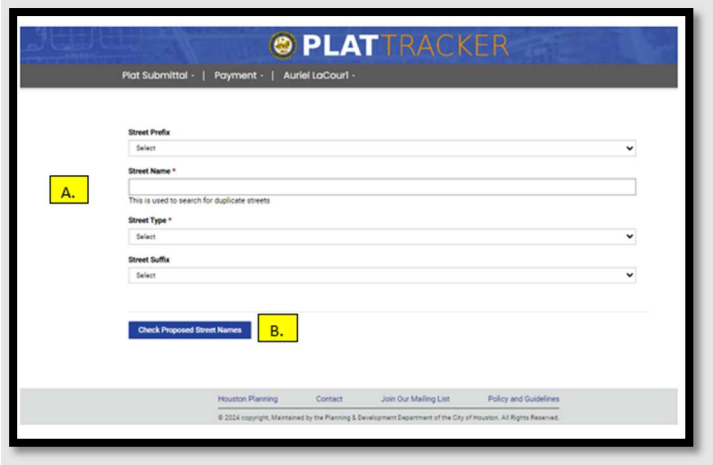
B. Select “Check Name”

18.0 Reserved Streets

Steps :

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



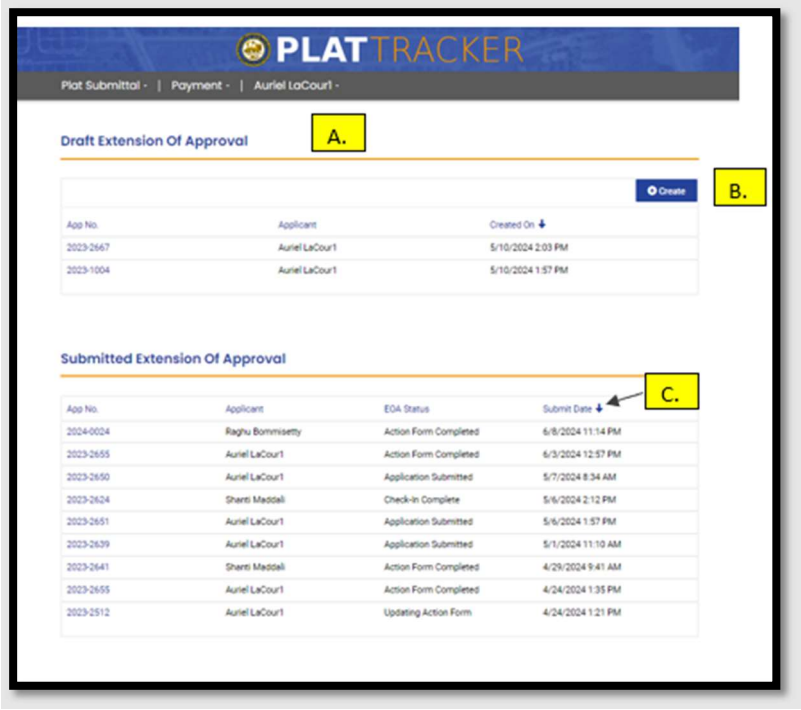
A. Enter the proposed street name.
B. You have the option to select check proposed street name or reserve a unique name.
C. The system will display warnings if there are any issues in your entry.
D. The solution will display your request in one of the applicable sections below.

- ❑ Awaiting planner review
- ❑ Reserved Street Names

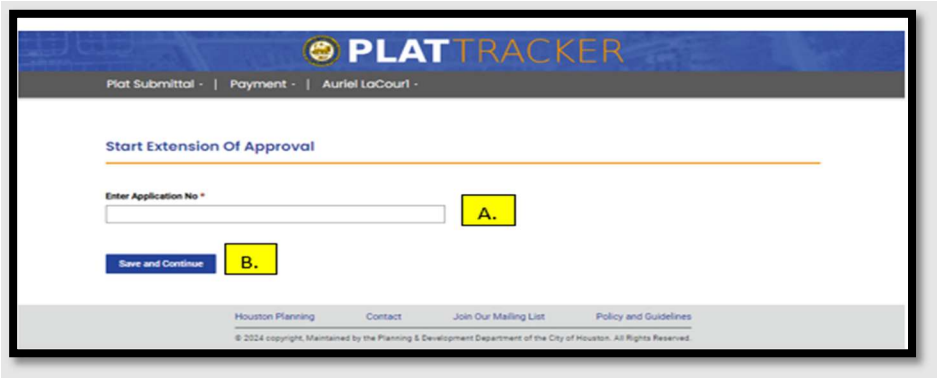
19.0 Extension of Approval (EOA)

Steps :

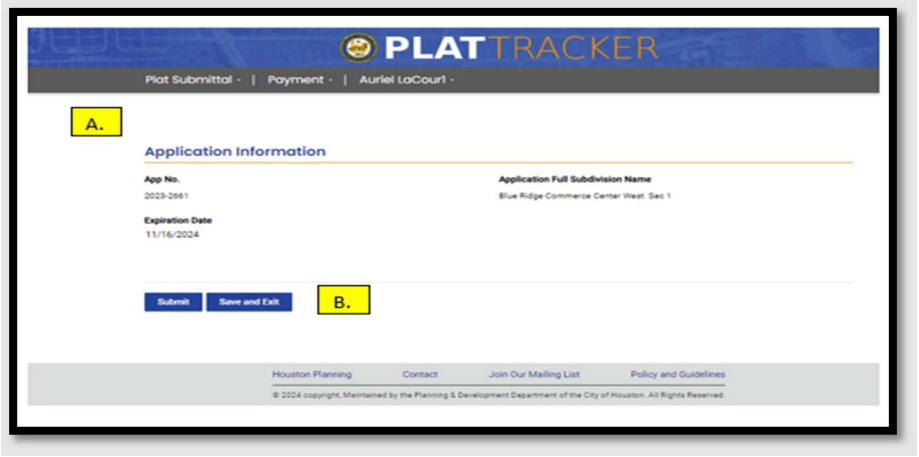
A. The Page displays previously drafted EOA and any submitted EOA's.
B. To create a new EOA, select "create."
C. You can filter by submit date by selecting the icon.



A. Enter the application number that you are requesting an extension of approval for
B. Select Save and Continue



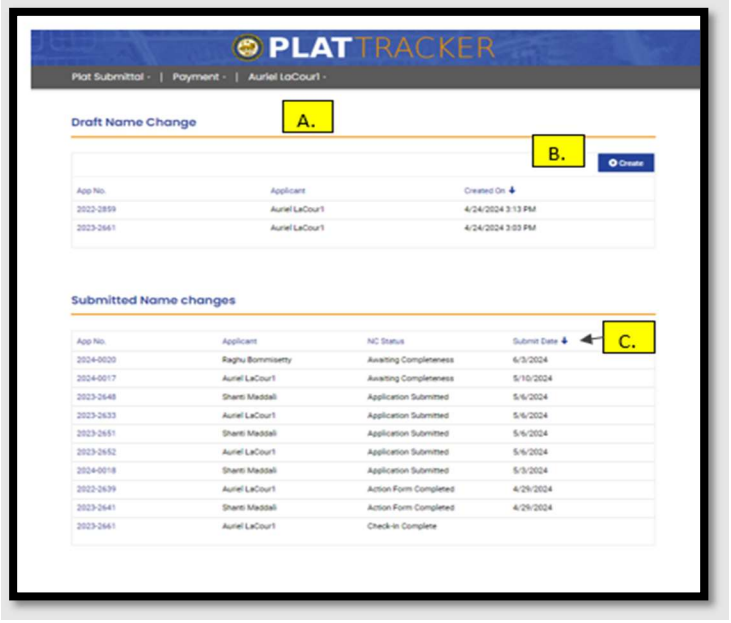
A. Review all data.
B. Select Submit or Save and Exit



20.0 Name Change (NC)

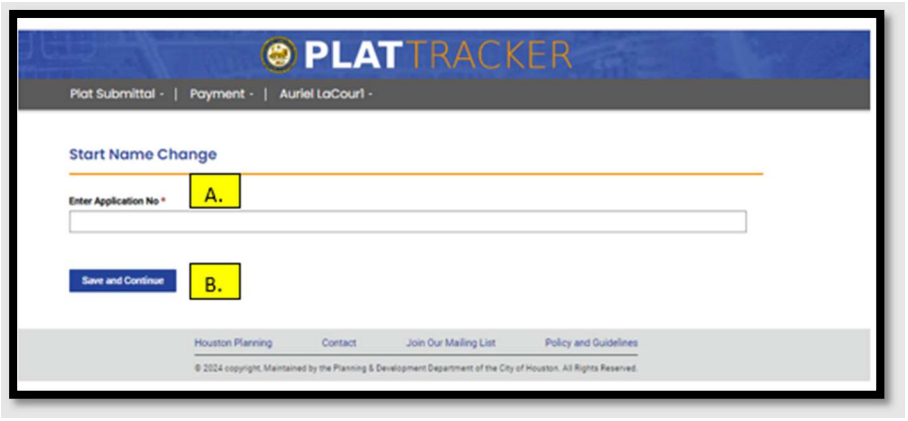
Steps

A. The Page displays previously drafted NC and any submitted NC's.
B. To create a new NC, select "create."
C. You can filter by submit date by selecting the icon.

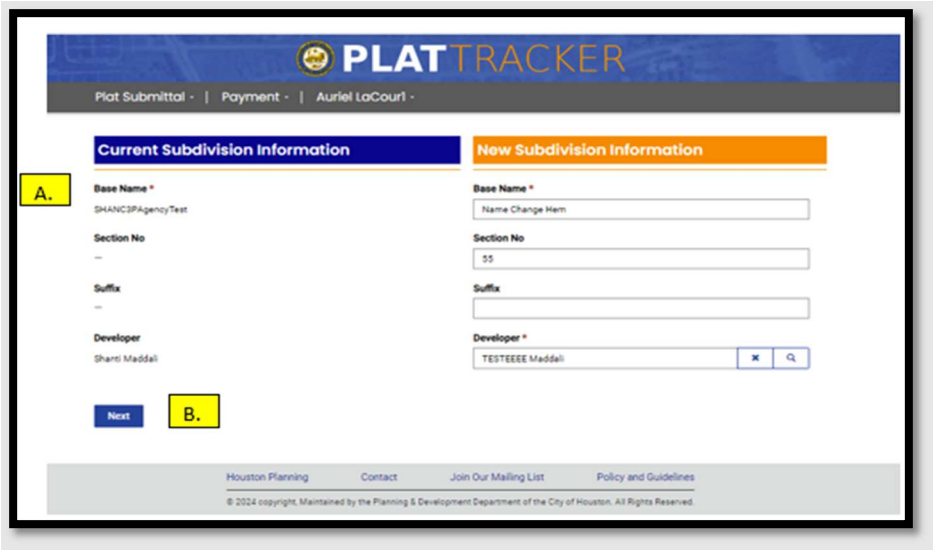


A. Enter the application number that you are requesting an NC for

B. Select Save and Continue



A. Complete all required fields *
B. Select Next

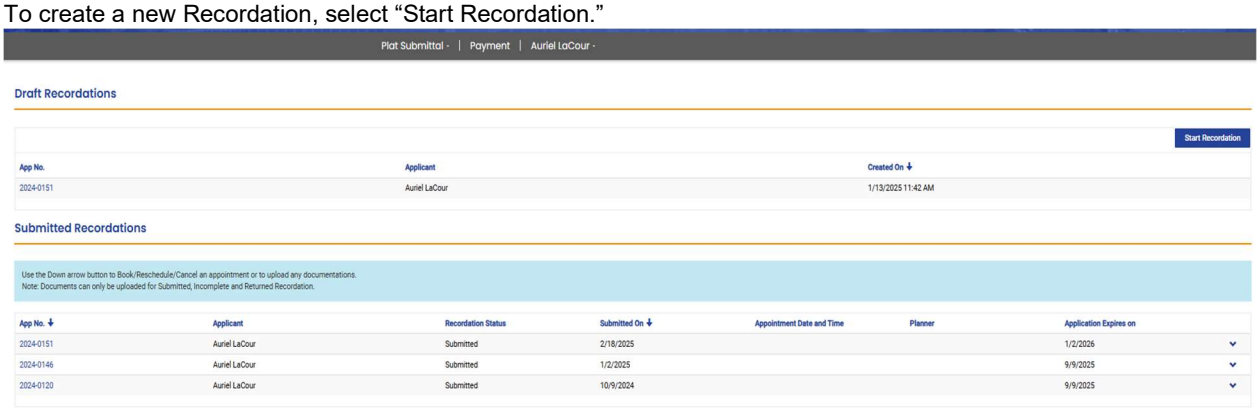


A. Review developer information.
B. Make any required changes.
C. Select submit or save and exit.

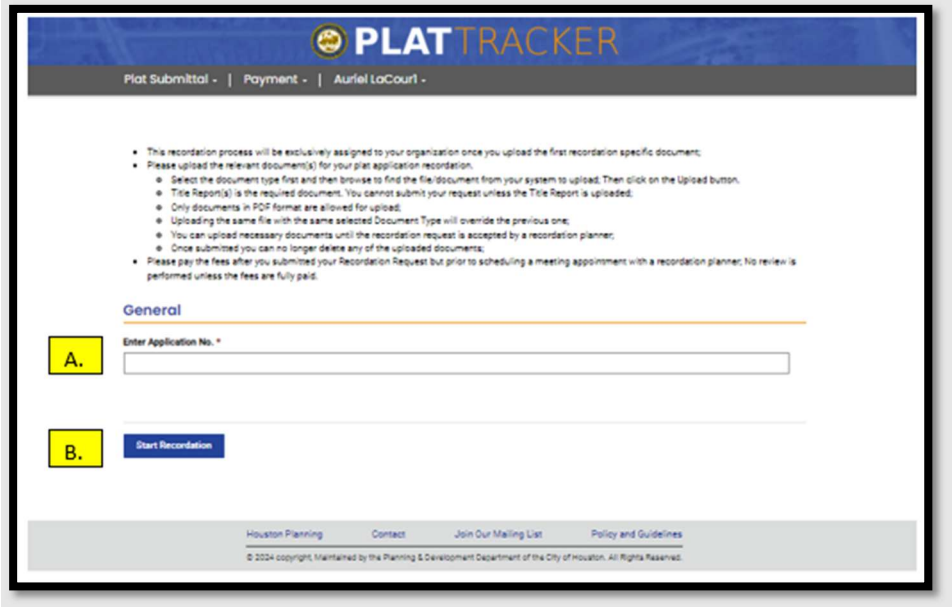
21.0 Recordation

Steps

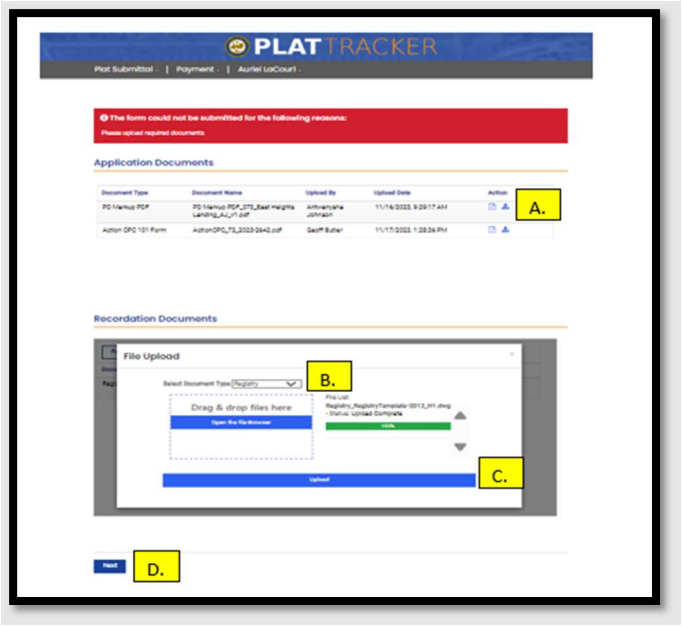
A. The Page displays previously drafted recordation's and any submitted recordation's
B. Any applicant can create a recordation request on an application even if they are not the original applicant.
C. To create a new Recordation, select “Start Recordation.”



A. Enter Application Number
B. Select Start Recordation



A. This recordation process will be exclusively assigned to your organization once you upload the first document. Please upload only the relevant document(s) for your plat application recordation. The list of required documents type that must be uploaded are:
    - ❑ Registry
    - ❑ Title Report
B. Select the Document Type first from the dropdown menu list and then browse to find the file/document from your computer to upload. Only documents in PDF format are allowed for upload. 'Title Report(s)', and Registry file are the only required documents. You cannot submit your request unless these are uploaded.
C. Then click on the 'Upload' button. Uploading the same file with the same selected Document Type will override the previous one. You can upload necessary documents until the recordation request is accepted by a recordation planner.
D. Select Next to continue.

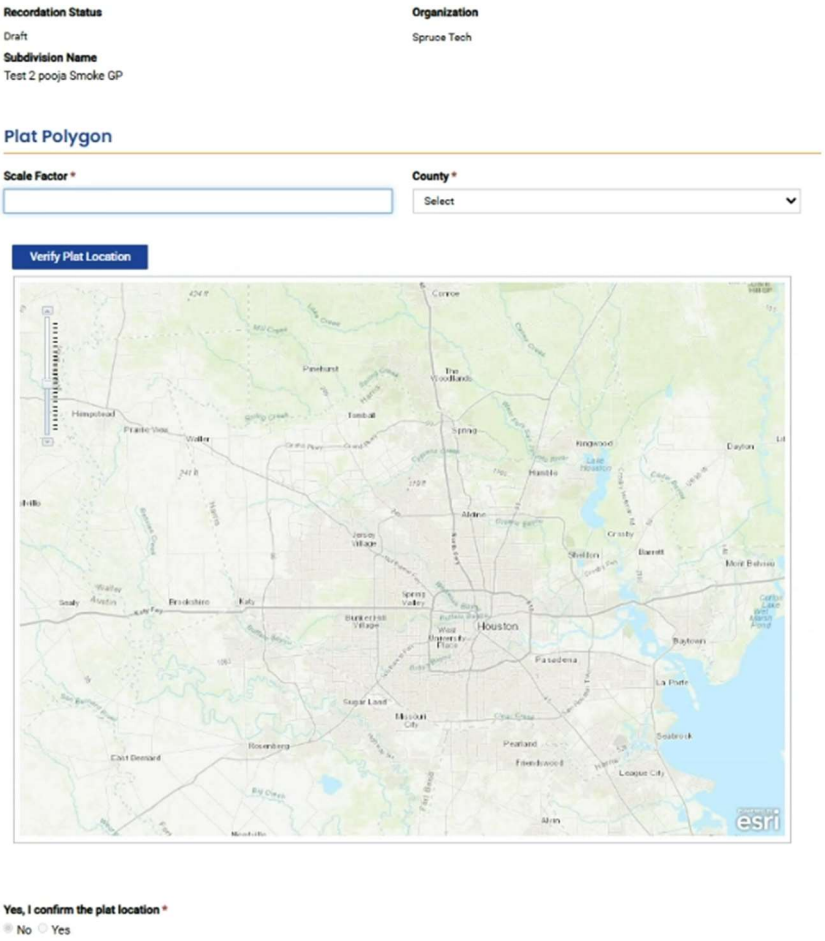


b. Plat Polygon

Provides applicants with a way to verify the geographic correctness of their CAD drawing outside of the plat application process.

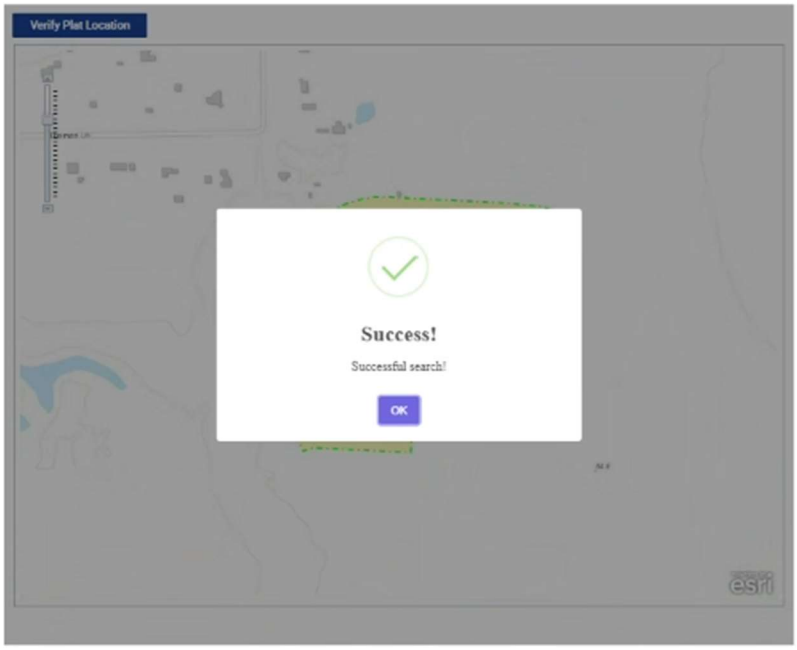
A. Data

- ❑ Enter Scale Factor
- ❑ Select County



B. Select Verify Plat Location
   - ❑ The system will display the result in yellow.

C. Confirm Plat Location
   - ❑ By selecting yes or no



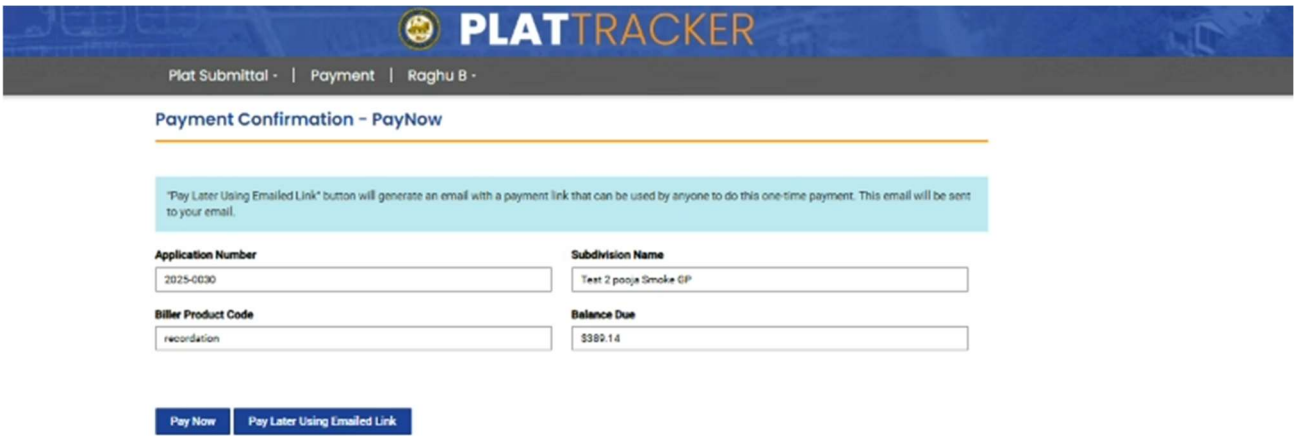
Yes, I confirm the plat location *

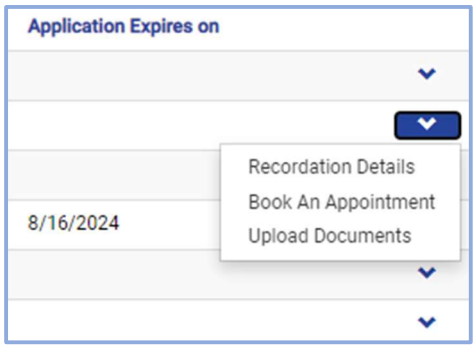
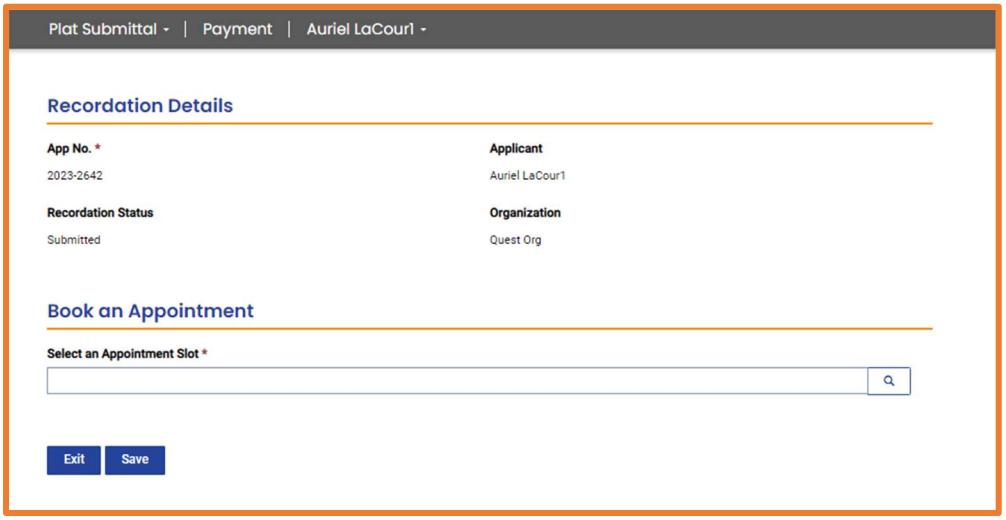
No Yes

Previous Submit

c. Make a Payment

a. Complete all required fields.
b. Select Pay now or Pay Using Emailed Link



c. Make an Appointment

a. To make a recordation appointment go to your submitted recordation's.
b. Select a record.
c. Click the down arrow.
d. Select Book an Appointment
e. Search for an appointment slot.
f. Select Save