

**CITY OF HOUSTON
PLANNING AND DEVELOPMENT DEPARTMENT**

**SUBDIVISION PLATTING
RECORDATION DEDICATORY ACKNOWLEDGEMENTS AND
CERTIFICATIONS**

APPENDIX A: OWNERS ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY OF (name of county in which plat is located)

1

For all City, Harris & Fort Bend plats

We, (name of owner or owners), acting by and through (name and title of officer), being officers of (name of company or corporation), owner (or owners) hereinafter referred to as Owners (whether one or more) of the (number of acres) tract described in the above and foregoing map of (name of subdivision or development), do hereby make and establish said subdivision and development plan of said property according to all lines, dedications, restrictions, and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets, or permanent access easements), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title on the land so dedicated.

For all City plats and Harris & Fort Bend (may have other UE sizes- contact FT BEND Engineer)

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional eleven feet, six inches (11' 6") for ten feet (10' 0") perimeter ground easements or seven feet, six inches (7' 6") for fourteen feet (14' 0") perimeter ground easements or five feet, six inches (5' 6") for sixteen feet (16' 0") perimeter ground easements, from a plane sixteen feet (16' 0") above the ground level upward, located adjacent to and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals twenty one feet, six inches (21' 6") in width.

For all City plats and Harris & Fort Bend (may have other UE sizes- contact FT Bend Engineer)

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional ten feet (10' 0") for ten feet (10' 0") back-to-back ground easements, or eight feet (8' 0") for fourteen feet (14' 0")

back-to-back ground easements or seven feet (7' 0") for sixteen feet (16' 0") back-to-back ground easements, from a plane sixteen feet (16' 0") above ground level upward, located adjacent to both sides and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals thirty feet (30' 0") in width.

For all plats proposing lots

FURTHER, Owners do hereby declare that all parcels of land designated as lots on this plat are originally intended for the construction of single family residential dwelling units thereon (or the placement of mobile home subdivision) and shall be restricted for same under the terms and conditions of such restrictions filed separately.

For all City, Harris & Fort Bend plats

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat is hereby restricted to prevent the drainage of any septic tanks into any public or private street, permanent access easement, road or alley, or any drainage ditch, either directly or indirectly.

APPLICABLE IF STREETS WITHIN THE PLAT ARE TO BE DEVELOPED WITHOUT CONCRETE PAVEMENT, GUTTER AND STORM SEWERS:

Any plat if applicable

②

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat is hereby restricted to provide that drainage structures under private driveways shall have a net drainage opening area of sufficient size to permit the free flow of water without backwater and in no instance have a drainage opening of less than one and three quarters (1- 3/4) square feet (18" diameter) with culverts or bridges to be provided for all the private driveways or walkways crossing such drainage facilities.

APPLICABLE IF PLAT IS WITHIN HARRIS COUNTY:

For all plats in the city limits and in the ETJ of Harris County

③

FURTHER, Owners do hereby dedicate to the public a strip of land fifteen feet (15' 0") wide on each side of the center line of any and all bayous, creeks, gullies, ravines, draws, sloughs or other natural drainage courses located in said plat, as easements for drainage purposes, giving the City of Houston, Harris County, or any other governmental agency, the right to enter upon said easement at any and all times for the purpose of construction and maintenance of drainage facilities and structures.

④

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such abutting property

shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

APPLICABLE IF PRIVATE STREET OR PERMANENT ACCESS EASEMENTS ARE ESTABLISHED WITHIN THE PLAT:

For all plats anywhere for PVT or PAE

5

FURTHER, Owners do hereby covenant and agree that those streets located within the boundaries of this plat specifically noted as private streets or permanent access easements shall be hereby established and maintained as private streets or permanent access easements by the owners, heirs, successors, and assigns to property located within the boundaries of this plat and always available for the general use of said owners and to the public for firefighters, fire fighting equipment, police and emergency vehicles of whatever nature at all times and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title to the land so designated and established as private streets or permanent access easements.

APPLICABLE IF THE PLAT IS OUTSIDE THE CITY OF HOUSTON, BUT WITHIN HARRIS COUNTY

6

FURTHER, Owners certify and covenant that they have complied with or will comply with existing Harris County Road Law, Section 31-C as amended by Chapter 614, Acts of 1973, 63rd Legislature and all other regulations heretofore on file with the Harris County Engineer and adopted by the Commissioners' Court of Harris County.

APPLICABLE IF THE PLAT IS A REPLAT UNDER THE PROVISIONS OF §212.014, LOCAL GOVERNMENT CODE:

(Replat not requiring a public hearing with notification) Long replat paragraph

7

FURTHER, Owners hereby certify that this replat does not attempt to alter, amend, or remove any covenants or restrictions; we further certify that no portion of the preceding plat was limited by deed restriction to residential use for not more than two (2) residential units per lot.

APPLICABLE IF THE PLAT IS A REPLAT UNDER THE PROVISIONS OF § 212.015 OR AN AMENDING PLAT UNDER THE PROVISIONS OF THE § 212.016, LOCAL GOVERNMENT CODE:

(Replat requiring a public hearing with notification and amending plats) Short replat paragraph

8

FURTHER, Owners hereby certify that this replat does not attempt to alter, amend, or remove any covenants or restrictions.

APPENDIX B: EXECUTION OF OWNERS ACKNOWLEDGEMENT

All plats

Be advised that all owners' signatures shall be acknowledged by a Notary Public (reference Appendix D).

APPLICABLE IF THE OWNER IS AN INDIVIDUAL ONLY:

WITNESS my (or our) hand in the city of Houston, Texas, this (number) day of (month), (year).

(Signature of owner or owners)

Print Name(s)

Be advised that all corporations (inc.) and companies require an attesting name and signature (2 signatures). All other entities LTD, LLC, LLP, and LP may use a sole signature (1 signature).

{For Harris County Plats: Two signatures are required for a LTD, LLC, LLP or LP , if one individual is authorized to sign on behalf of said entity you must provide written authorization for the sole signatory}

APPLICABLE IF THE OWNER IS OTHER THAN AN INDIVIDUAL:

IN TESTIMONY WHEREOF, the (name of company) has caused these presents to be signed by (name of president), its president, thereunto authorized, attested by its Secretary (or authorized trust officer), (name of secretary of authorized trust officer), this (number) day of (month), (year).

(Name of company)

By: (Signature of president)

Print name, title

Attest: (Signature of secretary or authorized trust officer)

Print name, title

APPENDIX C: LIENHOLDERS ACKNOWLEDGEMENT AND SUBORDINATION STATEMENT

All plats that have a lien

Be advised: 1) holders of all liens against the property being platted must execute the final plat or prepare separate instruments which shall be filed for record with the plat; and 2) all lien holder signatures shall be acknowledged by a Notary Public (reference Appendix D).

I (or we), (name of lien holder), owner and holder of a lien (or liens) against the property described in the plat known as (name of subdivision plat), said lien (or liens) being evidenced by instrument of record in the Clerk's File No. (number(s)) of the O.P.R.O.R.P. of (county name) County, Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said subdivision plat and I (or we) hereby confirm that I am (or we are) the present owner (or owners of said lien (or liens) and have not assigned the same nor any part thereof.

By: (Lienholder's signature)
Print name

APPENDIX D: NOTARY PUBLIC ACKNOWLEDGEMENT FOR ALL SIGNATURES

EXAMPLE FORM

All plats

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared (name of person (s) signing the plat or instrument), (corporation titles if appropriate), known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed (add for corporations, “and in the capacity therein and herein stated, and as the act and deed of said corporation.”)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this
(number) day of (month), (year)

(Notary Public's signature)
Notary Public in and for the State of Texas
Print Name

(Affix notary seal)

My Commission expires: (Date)

APPENDIX E: CERTIFICATION FOR SURVEYOR

All plats

I, (name of surveyor), am authorized (or registered) under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and accurate; was prepared from an actual survey of the property made under my supervision on the ground; that, except as shown all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other objects of a permanent nature) pipes or rods having an outside diameter of not less than five eighths (5/8) inch and a length of not less than three (3) feet; and that the plat boundary corners have been tied to the Texas Coordinate System of 1983, (central or south central) zone.

(Surveyor's signature)
Print Name

Texas Registration No. (number)

(Affix seal)

For all plats outside city limits in the ETJ of Harris County that are in the 100 year Floodplain

I, (name of surveyor), am authorized (or registered) Professional Licensed Surveyor in the State of Texas, do hereby certify that the buildable areas for all or some of the residential lots are located within the 100-year floodplain as plotted from the Federal Insurance Rate Map Panel No. (insert effective date of map) and area subject to flooding. The 100-Year floodplain is a flood hazard area prone to flooding, and subject to additional floodplain management regulations.

(Surveyor's signature)
Print Name

Texas Registration No. (number)

(Affix seal)

APPENDIX F: CERTIFICATE FOR PLANNING COMMISSION

All plats

This is to certify that the Planning Commission of the City of Houston, Texas, has approved this plat (or instrument when appropriate) and subdivision of (name of subdivision) in conformance with the laws of the State of Texas and the ordinances of the City of Houston, as shown hereon, and authorized the recording of this plat (or instrument when appropriate) this (number), day of (month), (year).

By: (Chair or Vice Chairman's signature)
Lisa M. Clark (or) M. Sonny Garza
Title Chair or Vice Chairman

By: (Secretary's signature)
Vonn Tran,
Secretary

Affix Planning Commission Seal

APPENDIX G: CERTIFICATE FOR HARRIS COUNTY ENGINEER

For all plats outside the city limits but inside Harris County

I, Milton Rahman, P.E., County Engineer of Harris County, hereby certify that the plat of this subdivision complies with all the existing rules and regulations of this office as adopted by the Harris County Commissioners' Court and that it complies or will comply with all applicable provisions of the Harris County Road Law as amended and all other Court adopted drainage requirements.

(County engineer's signature)

Milton Rahman, P.E.

County Engineer

APPENDIX H: HARRIS COUNTY CLERK CERTIFICATE OF COMMISSIONERS' COURT APPROVAL

All plats outside the city limits inside Harris County

I, **Teneshia Hudspeth**, County Clerk of Harris County and ex officio clerk of the Harris County Commissioners' Court, do hereby certify that the within instrument was approved at a legally convened meeting of the Harris County Commissioners' Court held on _____, 20__ by an order entered into the minutes of the court.

(Clerk of county court's signature)

Teneshia Hudspeth

County Clerk
Of Harris County, Texas

By: _____
Deputy

APPENDIX I: HARRIS COUNTY CLERK CERTIFICATE OF FILING

All City and Harris County plats

I, **Teneshia Hudspeth**, County Clerk of Harris County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on _____, 20__, at _____ o'clock __.M., and duly recorded on _____, 20__, at _____ o'clock __.M., and at Film Code Number _____ of the Map Records of Harris County for said county.

Witness my hand and seal of office, at Houston, the day and date last above written.

(Clerk of county court's signature)

Teneshia Hudspeth

County Clerk

Of Harris County, Texas

By: _____
Deputy

APPENDIX J: VACATION OF SUBDIVISION

EXAMPLE FORM

STATE OF TEXAS

COUNTY OF (name of county in which plat is located)

KNOWN ALL MEN BY THESE PRESENTS:

I (or we), (name of owner or owners if individuals) or (name of president and secretary or authorized trust officer of the company or corporation), being the sole owner(s) and proprietor(s) of the following described property in (name of city and county), Texas, to-wit:

(Provide legal description of the property including, but not limited to, the acreage, the name of the recorded subdivision, the name of the survey and abstract number, and recording references.)

Do hereby desire and declare that said plat, subdivision, and dedication thereon, be vacated and cancelled so as to convert all of said platted property to acreage tracts as same existed before such property was platted, subdivided, and recorded.

(At this point any rights-of-way, easements or any other feature established in the subdivision being vacated which will not be cancelled as a result of this vacation action should be described.)

(Provide Notary Public Acknowledgement for all signatures; refer to APPENDIX D: NOTARY PUBLIC ACKNOWLEDGEMENT FOR ALL SIGNATURES)

(Provide modified Certificate for Planning Commission as below)

This is to certify that the Planning Commission of the City of Houston, Texas, has approved this instrument and vacation of (name of subdivision) in conformance with the laws of the State of Texas and the ordinances of the City of Houston, as shown hereon, and authorized the recording of this plat (or instrument when appropriate) this (number), day of (month), (year).

By: (Chair or Vice Chairman signature)
Lisa M. Clark (or) M. Sonny Garza
Title Chair or Vice Chairman

By: (Secretary's signature)
Vonn Tran,
Secretary

Affix Planning Commission Seal
(Outside City in ETJ, provide County Certificates)

APPENDIX K: AMENDING PLAT CERTIFICATES

Be advised: The following certificates and acknowledgements are required to be placed upon the face of the plat that is being amended. All owners' signatures shall be acknowledged by a Notary Public (see Appendix D). Include the appropriate replat note found in Appendix A. If the amending plat is outside the city limits of Houston, but within Harris County, Appendices G, H, I and J are required.

I (name of surveyor), hereby certify that the following changes were necessary to eliminate errors which appear on the plat of the (subdivision name), recorded on (month, date, year), in Volume (number), Page (number), of the Harris County Map Records (or when applicable, film code number of the O.P.R.O.R.P. of Harris County, Texas):

(Provide a detailed explanation of the changes to be made)

(Surveyor's signature)
Print Name

Texas Registration No. (number)

(Affix Seal)

I (or we), (name of owner(s)), owner(s) of the property directly affected by this amending plat being lot(s) (numbers) out of block(s) (numbers) as indicated hereon, to hereby consent to this amending plat for the purposes herein expressed.

(Owner's signature)
Print Name

APPROVED by the Houston Planning Commission this (number), day of (month), (year).

By: (Chair or Vice Chairman's signature)
Lisa M. Clark (or) M. Sonny Garza
Title Chairman or Vice Chairman

By: (Secretary's signature)
Vonn Tran,
Secretary

Also, refer to the Amending Plat Guide available online @
http://www.houstontx.gov/planning/DevelopmentRegs/dev_regs_links.htm

APPENDIX L: RETURN MAP AGREEMENT

(Date)

Not required for City and Harris County Plats

RECORDED MAP RETURN AGREEMENT CERTIFICATE

This is to certify that (name), owner or authorized agent of the owner of land being platted or subdivided known as, (subdivision name), approved by the Houston Planning Commission of the City of Houston, authorized (name), County Clerk of (name of the County), or his (her) authorized Deputy to return the original recorded map or plat of said subdivision only to the Director of the City of Houston, Department of Planning and Development, or to his (her) authorized employee, who shall file such original recorded map or plat in the permanent records of the Department of Planning and Development.

(Signature)

Print Name

Director, Department of
Planning and Development
OR
Authorized Employee

(Signature)

Print Name

Owner OR Authorized agent of
owner of the land being platted