



The City of West University Place Amending Plat Procedure

An Amending plat is most often the relocation of one or more lot lines between one or more adjacent lots if:

- a) The owners of all those lots join in the application;
- b) The amendment does not attempt to remove recorded covenants or restrictions; and
- c) The amendment does not increase the number of lots.

The following is the suggested Amending Plat Procedure:

- 1) It is recommended that the applicant first meet with the Planning Division to review existing surveys and discuss requirements before any plats are submitted.
- 2) Applicant must submit the following:
 - a) At least three copies of proposed amending plat with required information (see Plat checklist)
 - b) Current title report (within last 60 days)
 - c) Completed application for staff review
 - d) Required deposit fees.
- 3) Staff review submitted plat and application for compliance with required regulations (Chapter 74 and Texas Local Government Code).
- 4) If changes are required the amending plat is returned to applicant with a list of the required changes.
- 5) Resubmittal of plat with corrections for additional review
- 6) Once staff approves the plat, the applicant is informed and must submit to the City of West University Place the final mylar (reproducible) copy of the plat with the required signatures and the final plat application. The applicant must also submit at this time all tax certificates for the subject properties (tax certificates must be original, signed, from Harris County, HISD and West University Place).
- 7) City staff will get final signature of Director of Public Works and then records the plat with Harris County Real Property Records.
- 8) When staff receives the final recorded plat, the applicant will be informed of the required recordation fees and any other outstanding fees. Once paid the applicant will receive the copy of the final plat. The City of West University Place will keep copy of the recorded plat also.