



The City of West University Place Plat/Re-plat Procedure

The following is the suggested Plat Procedure (*the term plat shall refer to either re-plat or plat for the remainder of this article*):

- 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 for staff review:
 - a) At least five copies of proposed plat and site plan with required information (see Plat checklist), No larger than 24"x 36" and minimum scale one inch equals 20 feet,
 - b) Covenants, Conditions and Restrictions (CC& R's) if applicable (i.e. townhouses, planned development districts and qualified medium density subdivisions etc) four copies.
 - c) Current title report (within last 60 days)
 - d) Completed Staff Review Plat application
 - e) Required deposit fees.
- 3) Staff reviews submitted plat, site plan and application for compliance with required regulations (Chapter 74 and Texas Local Government Code). A copy of the plat, site plan, title report and application will be sent to the city's platting Consultant for review.
- 4) If changes are required the plat is returned to applicant with a list of the required changes from staff and the consultant.
- 5) Resubmittal of plat with corrections for additional review
- 6) Once staff reviews the plat and deems that it has met with substantial compliance, the applicant is informed and must submit to the City of West University Place:
 - a) 12 copies of the plat and site plan
 - b) Completed Formal Plat application and a written request for Preliminary plat approval to ZPC
 - c) It is highly recommended that the applicant submit elevation drawings of proposed structure and any other information that may be beneficial to their request.
 - d) Updated 4 copies of the Covenants, Conditions and Restrictions (CC&R) if there were any changes.
- 7) The required notices are made to surrounding homeowners and placed in the newspaper. Notice in the newspaper and the homeowners must be before the 15th day before the meeting.
- 8) The plat is put on the agenda of the Zoning & Planning Commission for Preliminary plat approval.

- 9) The Zoning & Planning Commission discusses the plat request, after staff report and applicant input, the issue is acted upon. The ZPC also at this time may request changes to the plat and site plan. If the request receives preliminary plat approval then it can be put on the agenda for the next month to seek final plat approval. At this time staff will forward memo to applicant as to outcome of meeting.
- 10) Any changes that ZPC requested must be submitted promptly to allow staff and the consultant time to review before the next ZPC meeting.
- 11) Once all changes have been completed and the plat is ready for final plat approval, the plat will be placed on the ZPC agenda for final plat approval and notices issued.
- 12) The applicant must submit:
 - a) 15 copies of the plat, one reproducible copy and 15 copies of the final site plan
 - b) Letter to ZPC requesting Final approval
 - c) At least 4 copies of the final version of the CC& R's.
- 13) The ZPC discusses the request for final plat and acts upon the issue. ZPC also at this time may request changes to the plat and site plan.
- 14) If ZPC grants the request for final plat then the applicant must submit the final reproducible copy of the plat and two copies of the final version of the site plan, an electronic copy of plat and site plan and the CC& R's. The applicant must also submit at this time all tax certificates for the subject properties (tax certificates must be original signed by Harris County, HISD and West University Place).
- 15) City staff will get final signatures of the ZPC Chair, Secretary and the Director of Public Works and record the plat with Harris County Real Property Records.
- 16) When staff receives the final recorded plat, the applicant will be informed of the required recordation fees and any other outstanding fees (i.e. Plat consulting fees, delivery fees, mail fees etc.). Once paid the applicant will receive the copy of the final plat. The City of West University Place will keep the reproducible original of the recorded plat.
- 17) If final plat approval is denied by ZPC, then the subdivider may not submit an additional application for subdivision of the same lot or tract within 12 months of the date of the denial by ZPC. An application cannot be reheard within a period of one year (12 months) after denial unless the majority of the ZPC is satisfied that due to substantial change of facts a rehearing is merited. If an application is reheard it is subject to all applications, notices, fees and other requirements.