CITY OF HOUSTON

Planning and Development

Bill White

Mayor

Marlene L. Gafrick
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VIA EMAIL

August 1, 2008

Dear Platting Applicant:

Re: Additional submittal requirements for subdivision plat applications

The Planning and Development Department is amending the variance and special request application requirements. Applications, including those requiring additional public notice, with a variance request or special exception must include the information listed below to be considered complete.

- **Site Survey** showing all existing features including structures, trees, paving sections of abutting right-of-ways, etc. A site survey is not required for general plan submittals
- **Site Plan** showing the property as it's proposed to be developed including existing and proposed structures, curb cuts, driveways, parking, trees if seeking a variance from the required building lines
- **Aerial Photo Exhibit** of proposed site juxtaposed on a recent aerial photo of the site with the surrounding conditions such as Major Thoroughfares, drainage easements, water bodies, etc.
- **Ownership information** including warranty deed, recorded instrument for access or temporary right-of-way easements, etc
- Any **additional documentation** referenced in your variance request

We routinely request this same information after an application has been promoted to the agenda. Provided earlier in the process, this information will give staff, Planning Commission and community stakeholders sufficient time to fully evaluate your project and should reduce the number of deferrals.

This change will become effective September 2, 2008. All requirements for plat submittals can be found on our web site at www.hosutonplanning.com. Please call Jennifer Ostlind, Division Manager, at 713-837-7871 if you have questions.

Sincerely,

Marlene L. Gafrick
Director
MLG:jo

Council Members: Toni Lawrence Jarvis Johnson Anne Clutterbuck Wanda Adams Michael Sullivan M.J. Khan, P.E. Pam Holm Adrian Garcia
James Rodriguez Peter Brown Sue Lovell Melissa Noriega Ronald C. Green Jolanda Jones Controller: Annise D. Parker