

City of Houston

Design Manual

Chapter 4

PLATTING REQUIREMENTS

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4.01 CHAPTER INCLUDES

- A. Coordination of platting requirements with the preparation of project drawings and specifications and their review and approval processing.

4.02 GENERAL PLATTING REQUIREMENTS

- A. Refer to Figures 4.1 and 4.2 for flow charts of the process by which plats and related documents are submitted, reviewed, and approved by the Department of Public Works and Engineering. There are three classes of subdivision plat: a class I plat, a class II plat and a class III plat. Class I plats and class II plats are optional and may be used in lieu of a class III plat if the subdivision plat meets the qualifications of Sec. 42-23 b and c, Division I, Article II, Chapter 42, of the Code of Ordinances. Class I and class II plats do not propose the creation of any new streets; nor propose the dedication of any easements for public water, wastewater collection or storm sewer lines. A class I plat goes through a ten day administrative review process within the Planning and Development Department. During that review questions may arise regarding the delivery of utilities that may be directed to Public Works and Engineering staff.
- B. Platting requirements are found in Chapter 42 of the Code of Ordinances.
- C. All class II and class III plats submitted to the Planning and Development Department will be routed to the Department of Public Works and Engineering for review.
- D. Design drawings (when required) shall be submitted to the Department of Public Works and Engineering with the name of the proposed plat clearly identified on the cover sheet.
- E. The Planning and Development Department may record plats after the Department of Public Works and Engineering approves design drawings.

4.03 DESIGN REQUIREMENTS

- A. Class III Preliminary Plat
 - 1. The level of investigation to be performed for a class III preliminary plat is to identify major development impediments to water, wastewater collection and treatment, or storm drainage that are primarily the result of constraints external to the plat itself. Such constraints include, but are not limited to:

- a. Water Lines:
 - (1) Long dead-end water lines.
 - (2) Single feed water lines.
 - (3) Inadequate capacity or pressure to the site.
 - (4) Future plans for construction of major City facilities that will impact the site.
 - b. Wastewater Collection System:
 - (1) Inadequate right-of-way or wastewater easements.
 - (2) Limited wastewater service capacity for the area.
 - (3) Future plans for construction of major City facilities that will impact the site.
 - c. Storm Drainage System:
 - (1) Drainage outfall severely under capacity.
 - (2) Encroachment into flood-prone areas or floodway.
 - (3) Storm water detention or diversions of watershed drainage that impact the property.
 - (4) Future plans for construction of major City facilities that will impact the site.
2. Department of Public Works and Engineering will review class III preliminary plats and take one or more of the following actions:
 - a. Pose no objection to the plat.
 - b. Request a meeting with the applicant to discuss design and construction requirements.
 - c. Request specific additional information, easements, or improvements to the plat or the land within the purview of the department.
 - d. Request one-line drawings be submitted prior to detailed engineering drawings and final plat submittal.
 3. Approval of a preliminary plat by Department of Public Works and Engineering does not infer approval of proposed infrastructure. Review of infrastructure will take place upon submittal of one-line drawings, if required, which may occur after preliminary plat approval and must occur prior to final plat approval.
- B. Class II and Class III Final Plat
1. The Department of Public Works and Engineering will review class II and class III final plats and final design drawings, easement documents, and other data. Review will be for the following items, as a minimum:

- a. Compliance with standards contained in this Design Manual.
 - b. Adequacy of service availability for:
 - (1) Water
 - (2) Wastewater
 - (3) Storm sewer or storm water detention.
 - c. Other design standards of the Department of Public Works and Engineering.
- C. Comments resulting from reviews described in Paragraphs 4.03A and 4.03B will be reported to the Planning and Development Department for inclusion in CPC Form 101.

4.04 DESIGN ANALYSIS

- A. For plats of land located inside the city limits, review of final design drawings and other documents required by the Department of Public Works and Engineering for final plat approval will address the following:
- 1. Resolution of conflicts with existing and proposed utilities.
 - 2. Layout of water lines for maximum circulation of water. The pattern shall allow at least two sources of water to be constructed within the public right-of-way or permanent easement. Side lot easements shall meet the requirements of Chapter 5, Easement Requirements, and Chapter 7, Water Line Design Requirements.
 - 3. Adequate capacity in water and wastewater facilities to be utilized. The City may require a current letter of utility commitment prior to approval of a plat.
 - 4. Adequacy of drainage facilities.
 - 5. Sizing and identification/designation of easements within the plat and required easements outside the plat boundary.
 - 6. Recordation of required off-site easements or lift station sites, their depiction on the plat, and submittal to the City of record documents.
- B. For plats of land located outside the city limits, review of final design drawings and other documents required by the Department of Public Works and Engineering for final plat approval will address all items in Paragraph 4.04A plus the following:
- 1. When appropriate, a letter from the municipal utility district's president or board or from the property owner stating that all off-site easements that are not immediately obtainable (for example: those crossing fee strips, rail roads, or other areas under

eminent domain) are in progress and that it is the intention of the municipal utility district or property owner to complete the acquisition of such easements. The letter will be accompanied by a certified survey plat and legal description of such easements.

2. That separately platted tracts requiring service are or will be directly served by public utilities located in or abutting public rights-of-ways or permanent access easements with overlapping public utility easements.
3. That necessary contracts and documents for inside the city limit and outside the city limit are approved and signed.
4. For a plat that includes portions both inside and outside the city limits and where there will be an imminent need for utility services, a current letter of utility commitment may be required prior to approval.

END OF CHAPTER

FIGURE 4.1
 CLASS III PRELIMINARY PLAT

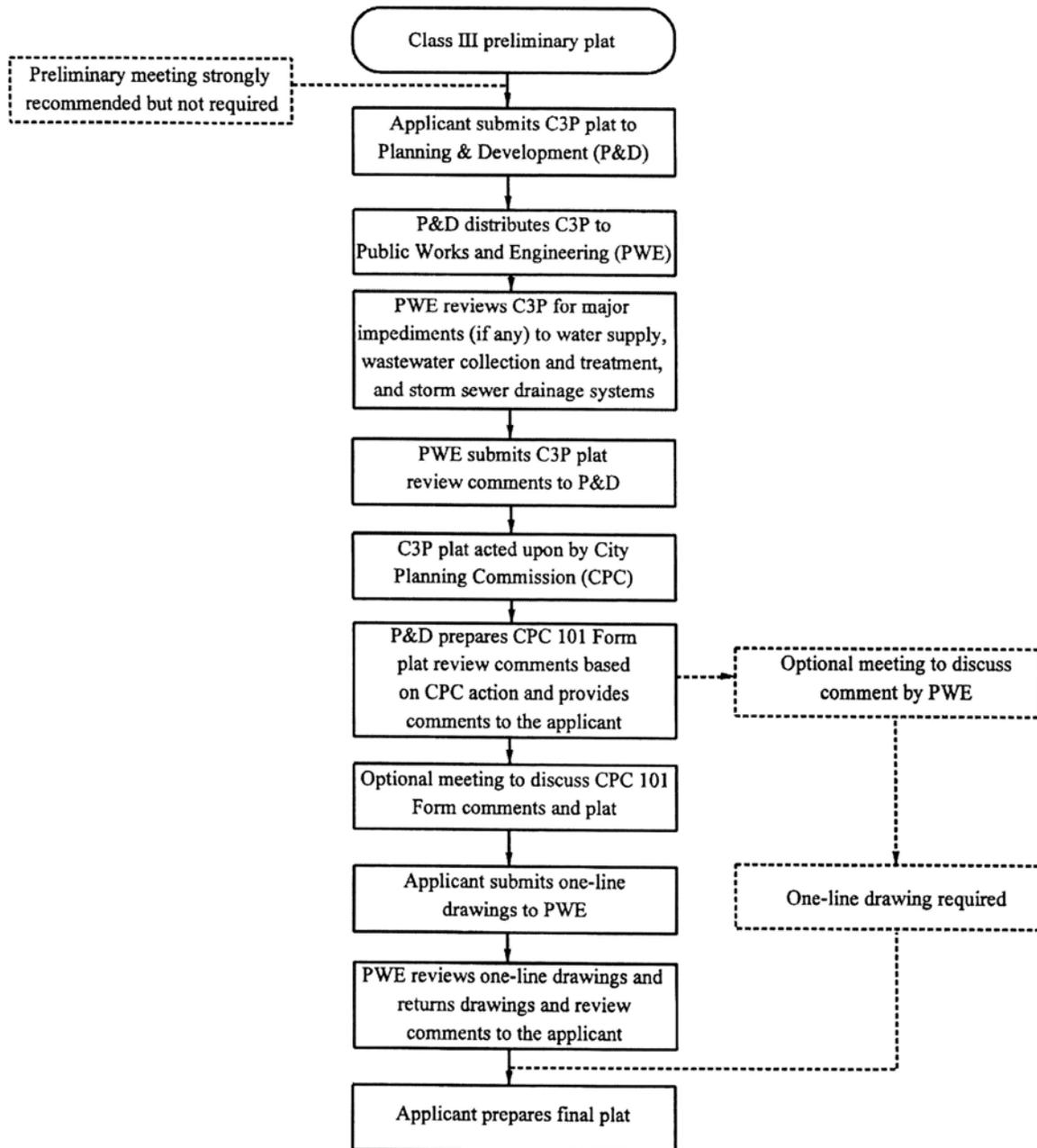


FIGURE 4.2
 CLASS III FINAL PLAT (OR CLASS II PLAT)

