



# CHECKLIST FOR PLAT / RE-PLAT APPROVAL

The general type and character of plans and plats; preliminary plan requirements; exhibits and supporting documents; as well as Final Plat requirements, exhibits and supporting documents are governed by City of Humble Code of Ordinances Chapter 38, Sections 8, 9 and 10, which can be found at the following web address:

[https://www.municode.com/library/tx/humble/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH38SU](https://www.municode.com/library/tx/humble/codes/code_of_ordinances?nodeId=PTIICOOR_CH38SU)

Hard copies of the referenced ordinances may be requested from the City Secretary.

- 1) City of Humble Application for Subdivision Plat Approval
- 2) \$25.00 Application Fee  
*Applicants will also furnish to the city additional fees as determined by the city in conformance with the following schedule and the city will not act upon any plat submitted to it unless all fees as provided herein have been received and certified by the city.*

#### Additional fees:

##### Preliminary Subdivision Plats

- Per submittal: \$400.00
- Per lot: \$6.00
- For tracts, blocks or areas not divided into lots and to be used for commercial, industrial, multiple dwellings or unrestricted uses, per acre or any fraction thereof. Per acre: \$10.00
- Recording Fee: \$75.00

##### Final Subdivision Plats

- Per submittal: \$400.00
- Per lot: \$4.00
- For tracts, blocks or areas not divided into lots and to be used for commercial, industrial, multiple dwellings or unrestricted uses, per acre or any fraction thereof. Per acre: \$10.00
- Recording Fee: \$75.00

##### Short Form Plat

- Per submittal: \$400.00
- Recording Fee: \$75.00

|                             |          |
|-----------------------------|----------|
| Construction Plan Review    |          |
| - Per submittal:            | \$500.00 |
| - Per Lot:                  | \$4.00   |
| Subdivision Inspection Fees |          |
| - Per submittal:            | \$300.00 |
| - Per Lot:                  | \$15.00  |
| Design Criteria Manual:     | \$10.00  |

- 3) Letter addressed to Jenny Page, City Secretary, requesting to be placed on the agenda for City Council's review and approval.
- 4) City Planning Letter / Title Report.
- 5) Plat Mylar + 7 Copies (specifications for Plat format noted in the above mentioned ordinance). The following signature requirements should be included (note all signatures from the applicant need to be original on the Mylar).

STATE OF TEXAS  
COUNTY OF HARRIS

We, ABC Corporation, acting by and through J. Doe and J. More, Agent and Attorney in Fact and Assistant Secretary respectively of ABC Corp., owners hereinafter referred to as owners of the X.XXX acre tract described in the above and foregoing map of ABC – Humble, 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), 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 to the land so dedicated.

FURTHER, Owners do hereby dedicate to the public a strip of land fifteen (15) feet 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 Humble, 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.

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 is hereby 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.

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

IN TESTIMONY WHEREOF, ABC Corp., has caused these presents to be signed by J. DOE Agent and Attorney in Fact and J. More, Assistant Secretary respectively of ABC Corp., thereunto authorized and its common seal thereunto affixed this the \_\_\_\_\_ day of \_\_\_\_\_, 20 .

ABC Corporation

By: \_\_\_\_\_  
J. Doe  
Agent and Attorney in Fact

By: \_\_\_\_\_  
J. More  
Assistant Secretary

STATE OF TEXAS  
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared J. Smith and J. More, of the ABC Corporation, known to me to be the persons whos names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and considerations therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Notary Public in and for  
The State of Texas  
My Commission expires:

STATE OF TEXAS  
COUNTY OF HARRIS  
CITY OF HUMBLE

This is to certify that the City of Humble has approved this plat and subdivision of **Name Of Plat**, as shown hereon in testimony whereof, witness the official signature of the Mayor and City Secretary of the City of Humble this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Merle Aaron, Mayor

By: \_\_\_\_\_  
Jenny Page, City Secretary

I, Diane Trautman, Clerk of the County of Harris, 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.

\_\_\_\_\_  
Diane Trautman  
Clerk of the County Court  
Harris County, Texas

By: \_\_\_\_\_  
Deputy

- 6) **CERTIFIED** copies of all Property Tax Certificates (County & School).  
September 1st thru October 31st, submissions **MUST** include a Tax Composite Receipt. November 1st, **ALL** tax Certificates must be dated after September 1st.  
Harris County application can be found here:

<http://www.hctax.net/forms/taxcertrequest.pdf>

Note: Submission may be in-person or via courier to:

**City of Humble**  
**Building Department**  
**114 W. Higgins Street**  
**Humble, Texas 77338**

**(281) 446-6228 ext. 1**