

FORT BEND COUNTY PLATTING PROCESS

A plat is a map or drawing of a proposed subdivision prepared in a manner suitable for recordation, containing accurate and detailed engineering data, dimensions, and dedicatory statements and certificates. Platting is the process to legally subdivide property; authority of these regulations is given to Texas counties in V.T.C.A., Local Government Code [§232.001](#).

- 1) Determine if your property is located within a city, an Extraterritorial Jurisdiction (ETJ) in Fort Bend County, or in the unincorporated areas of Fort Bend County. By knowing the jurisdiction, you will know which entities you will need to submit the plat to for review and approval. [Online Map](#).
 - **If your property is wholly located within a city**, contact the city and following their platting regulations. Fort Bend County is not involved in the city process.
 - **If your property is located within an ETJ of a city**, the plat will have to be approved by the city and Fort Bend County Commissioners Court. The plat must abide by both jurisdictions platting regulations. *Proceed to Step 2.*
 - **If your property is located in the unincorporated areas of the county**, the plat must be reviewed by Fort Bend County and approved by Commissioners Court. *Proceed to Step 2.*
- 2) Hire a Registered Texas Land Surveyor and a licensed engineer (P.E.) to prepare the plat, as both are required to sign and seal the plat.
 - The surveyor will survey your property, find and set survey marker, and draw an outline of the property. The surveyor will also search for any utility easements, access easements, or pipelines that may be located on your property and will identify and label the easement widths across the property.
 - The engineer will determine a minimum slab elevation for construction.
- 3) The surveyor/engineer will submit the plat for review.
 - The following entities will need to receive the plat for review:
 - The city platting department – only if in an ETJ
 - Fort Bend County Engineering
 - Fort Bend County Drainage District
 - Municipal Utility District (MUD), Levee Improvement District (LID), Freshwater Supply District (FWSD), or other applicable utility provider or management district
 - Environmental Health, if not located in a utility district and proposing well and septic facilities
 - Other entities, as applicable
 - It is the responsibility of the engineer or surveyor to submit to all applicable entities.
- 4) Comments returned after review must be addressed and “No Objection” or approval letters must be obtained from all applicable entities before resubmitting to Fort Bend County Engineering for final review and Commissioners Court agenda scheduling.

- 5) Once all comments have been addressed, submit the signed and notarized plat mylar for Commissioner's Court action.
- 6) Prepare all documents required for recordation by the County Clerk. These items must be received before the plat can be placed on the Commissioners Court agenda:
 - Signed mylar
 - Metes and bounds signed and sealed by a licensed surveyor
 - Bond or Letter of Credit – for roadway paving, if applicable
 - Current Tax Certificates from all taxing entities
 - Email GISEngineer@fbctx.gov to request tax certificates
 - Email .dwg of plat in grid
 - Tax Research Release Form
 - Taxing Entity letter
 - Title Report/City Planning Letter
 - Plat Application Form completed in its entirety
 - Fee Calculation Form and check or credit card transaction receipt
 - Lienholders Subordination – a signed form or a signature block on the plat, if applicable
 - Owners acknowledgement – if applicable
- 7) The plat will be placed on agendas for consideration of approval.
 - If located within an ETJ – The city planning and zoning and/or city council/commission will consider approval of the plat if all requirements are met and sign the plat. The signed plat mylar is then to be submitted to Fort Bend County Engineering by the applicant.
 - All plats outside city limits – Fort Bend County Commissioners Court will consider approval of the plat if all requirements are met and sign the plat.
- 8) The plat will be recorded at the County Clerk's office at 301 Jackson Street, Richmond, Texas.

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If your property is currently platted and you are changing the configuration of the previously recorded plat, a **replat** will be required. Follow all steps listed above to prepare the replat, with the addition of the following:

- 5a) If your plat lies within the ETJ of a city**, it is the responsibility of the municipality to hold a public hearing.
- 5b) If your plat lies in the unincorporated areas of the county:** Submit a copy of the plat to your County Commissioner and send a letter requesting the Commissioners Court to set a public hearing for the replat.
 - Copy Fort Bend County Engineering on the request letter for records.
 - Commissioner with either set a public hearing date or deny the request.
 - Once a public hearing is established, proceed to Step 6.

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For more detailed information about platting, design criteria and requirements, please review the [Regulations of Subdivisions](#) for Fort Bend County.