

Planning and Development Department

Platting and Site Plan Review

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Principal Planner



PLANNING &
DEVELOPMENT
DEPARTMENT

Topics of the Day

- Platting and Land Configuration
- Site Plan Requirements
 - Parking
 - Landscape
 - Sidewalks
- Questions & Answers



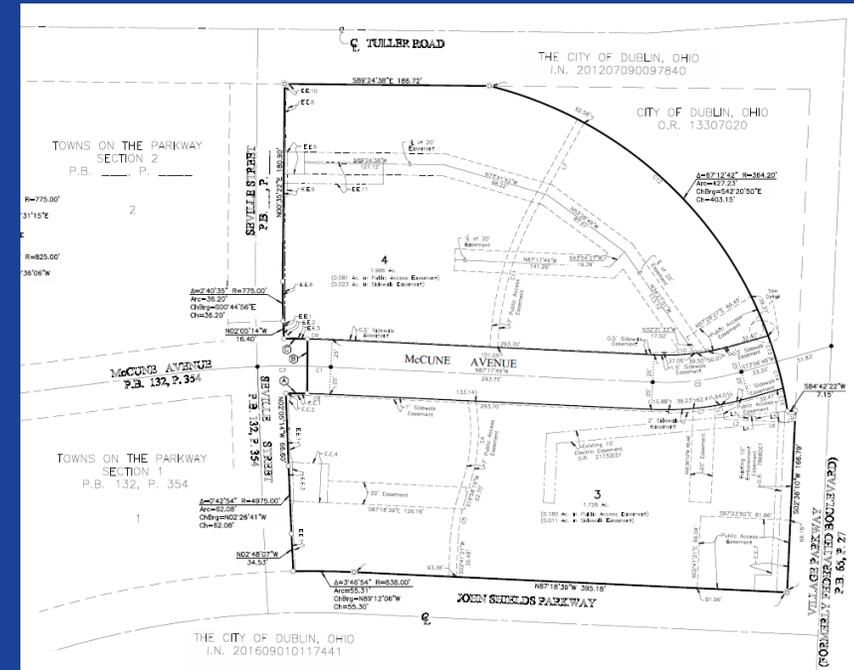
Platting and Land Configuration

What is a Plat?

A plat is a map document based on a survey that shows:

- Land subdivision
- Land classification
- A change in property boundaries

*It is required before building permitting.



When is Platting Required?

Platting is required when you:

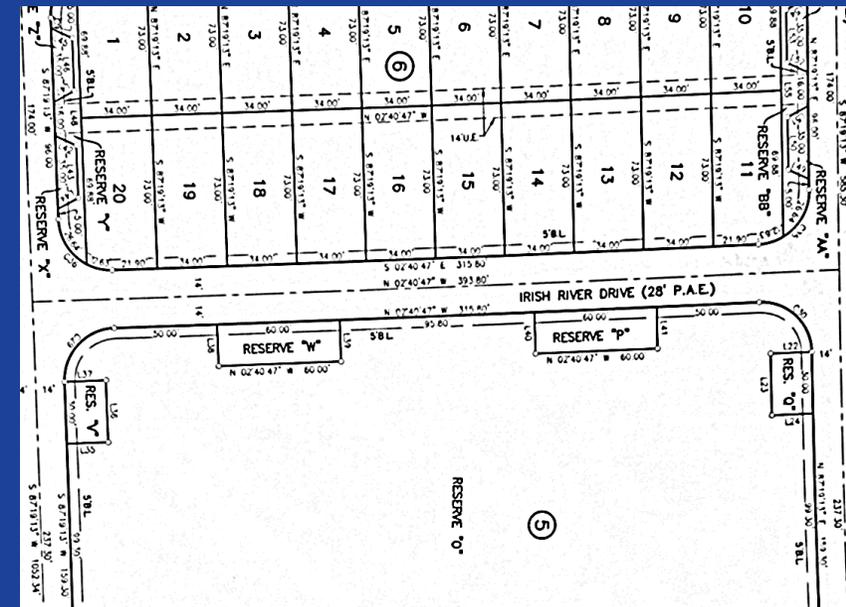
- Subdivide a lot into multiple lots
- Add land to an existing lot or reserve
- Change the land use
- Improve land in acreage (Original Survey)

See Ch. 42-20 & 42-21 for details

Subdivision Plat

Lot: A tract of land designated for Single-Family Residential (Ch. 42-180–189)

Reserve: A tract of land that is not restricted to Single Family Residential (Ch. 42-190)



Where can I find a copy of the plat?

You may check with our Open Records Department at 832-394-8800 or houstontx.gov/publicinformation

or Harris County Clerks Office located at 201 Caroline Street
<http://www.cclerk.hctx.net/applications/websearch/RP.aspx>

Site Plan Review Requirements

What do we look for in a site plan review?

Encroachments into
building lines & easements

Lack of landscaping and
parking

Development conflicts with
land use

Where do the rules come from?

Chapter 42 - Development Regulations

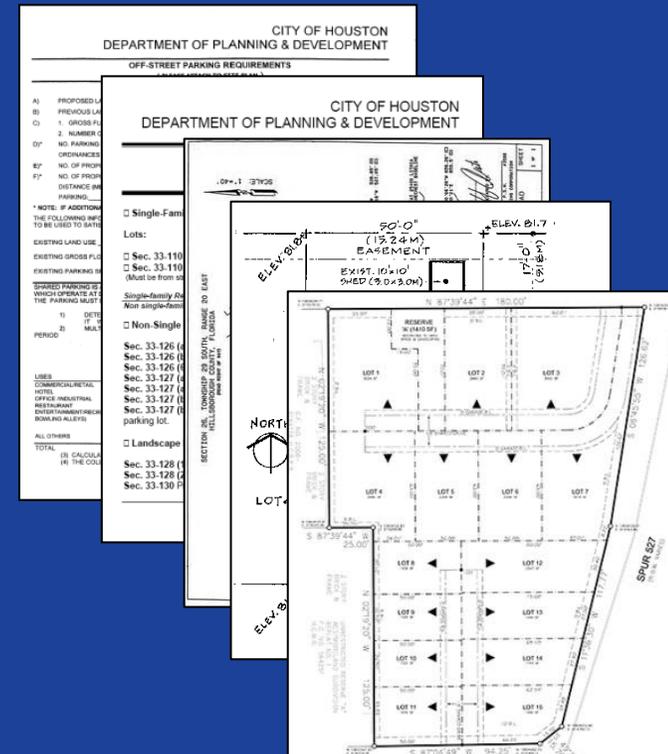
Chapter 33 – Landscape Requirements

Chapter 26 - Parking Requirements

Chapter 40 – Sidewalk Requirements

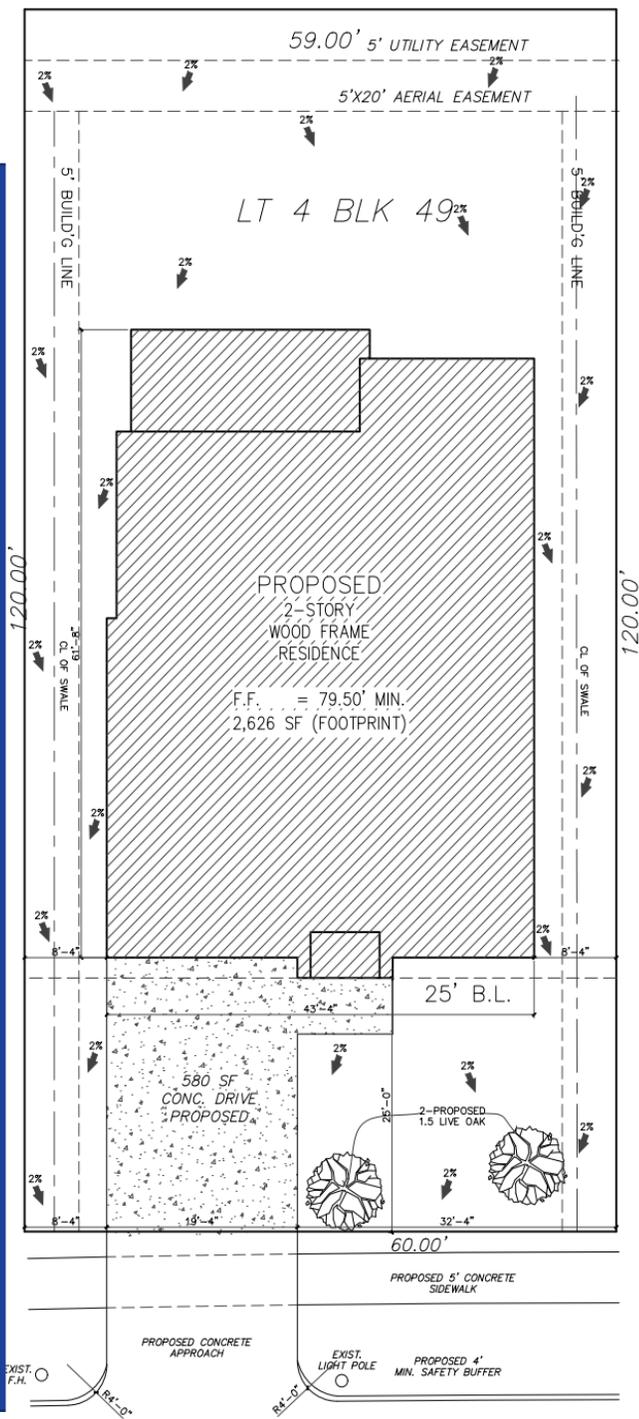
Submittal Shall Include

- Recorded Subdivision Plat
- Signed & Sealed Survey
- Dimensioned Site Plan
- Building Floor Plans
- Elevations
- Roof Plans
- Supporting Documents



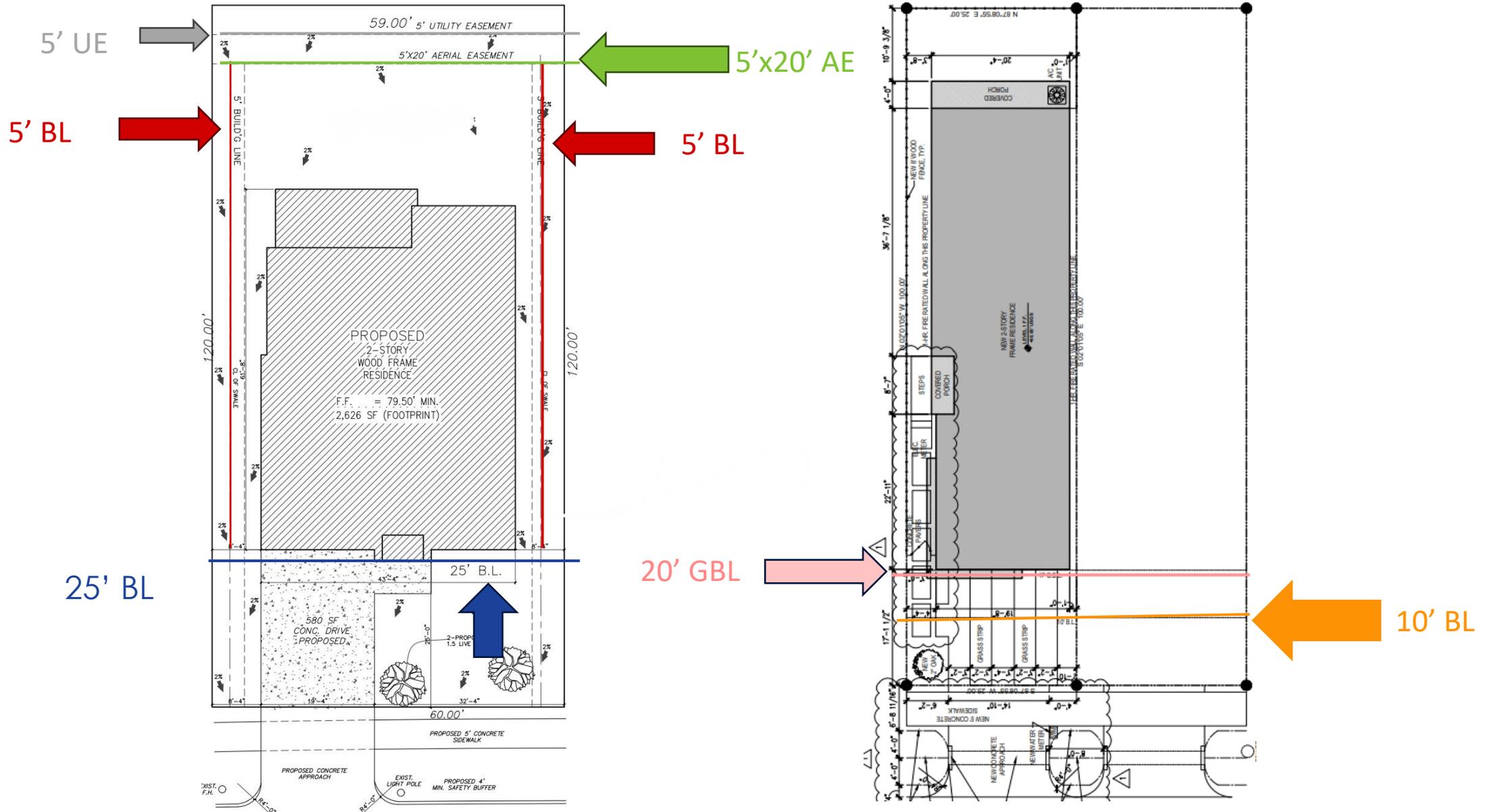
Residential Site Plan Review

Site plan

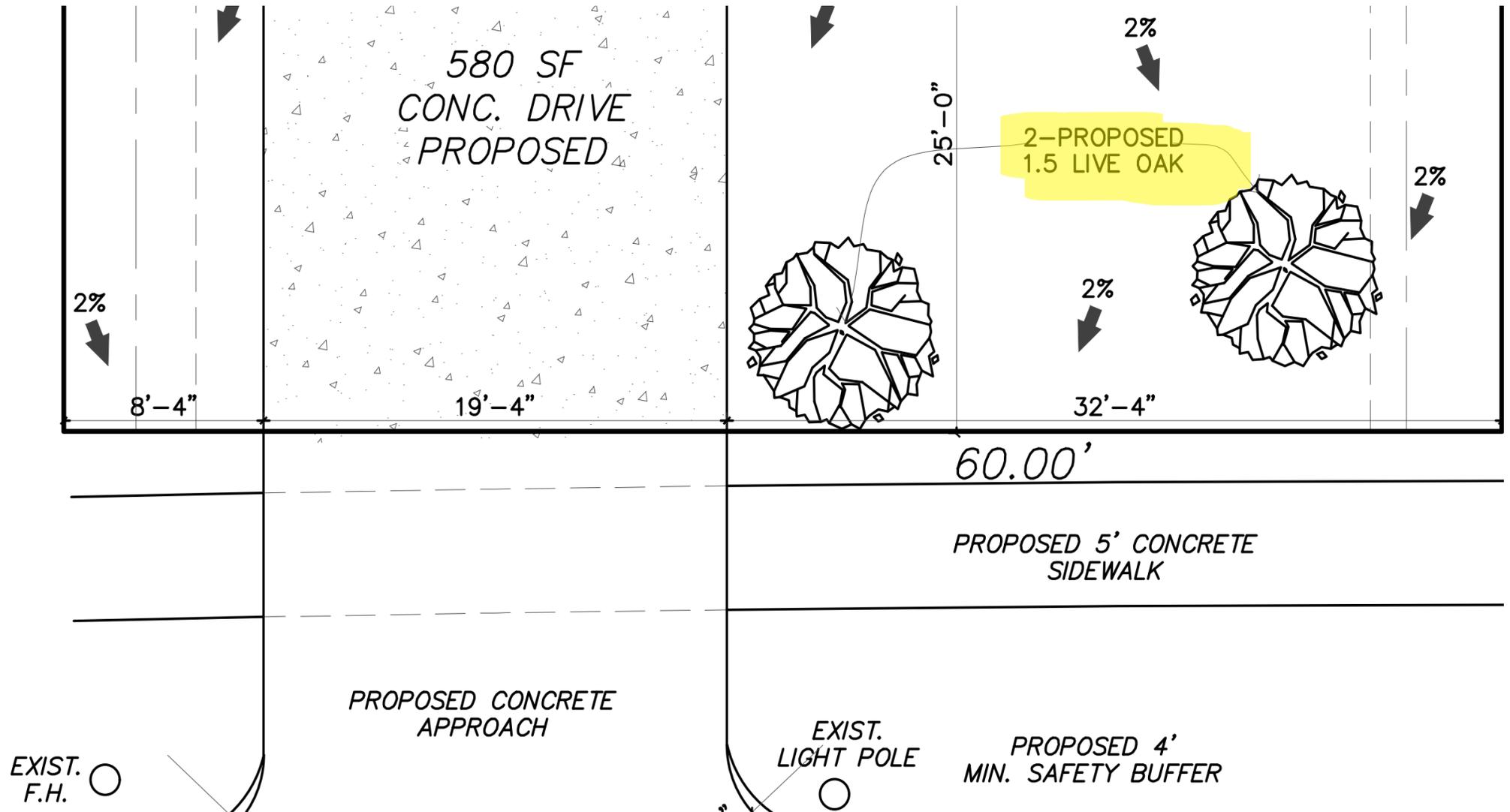


- Fully-dimensioned to architectural/engineering scale
- Draw/dimension property lines to match plat, survey
- Include existing, proposed structures
- Draw/dimension building lines, easements
- Legal description
- North arrow
- Street name and width
- Existing/proposed parking
- Landscaping
- Sidewalk

Residential Setback Review

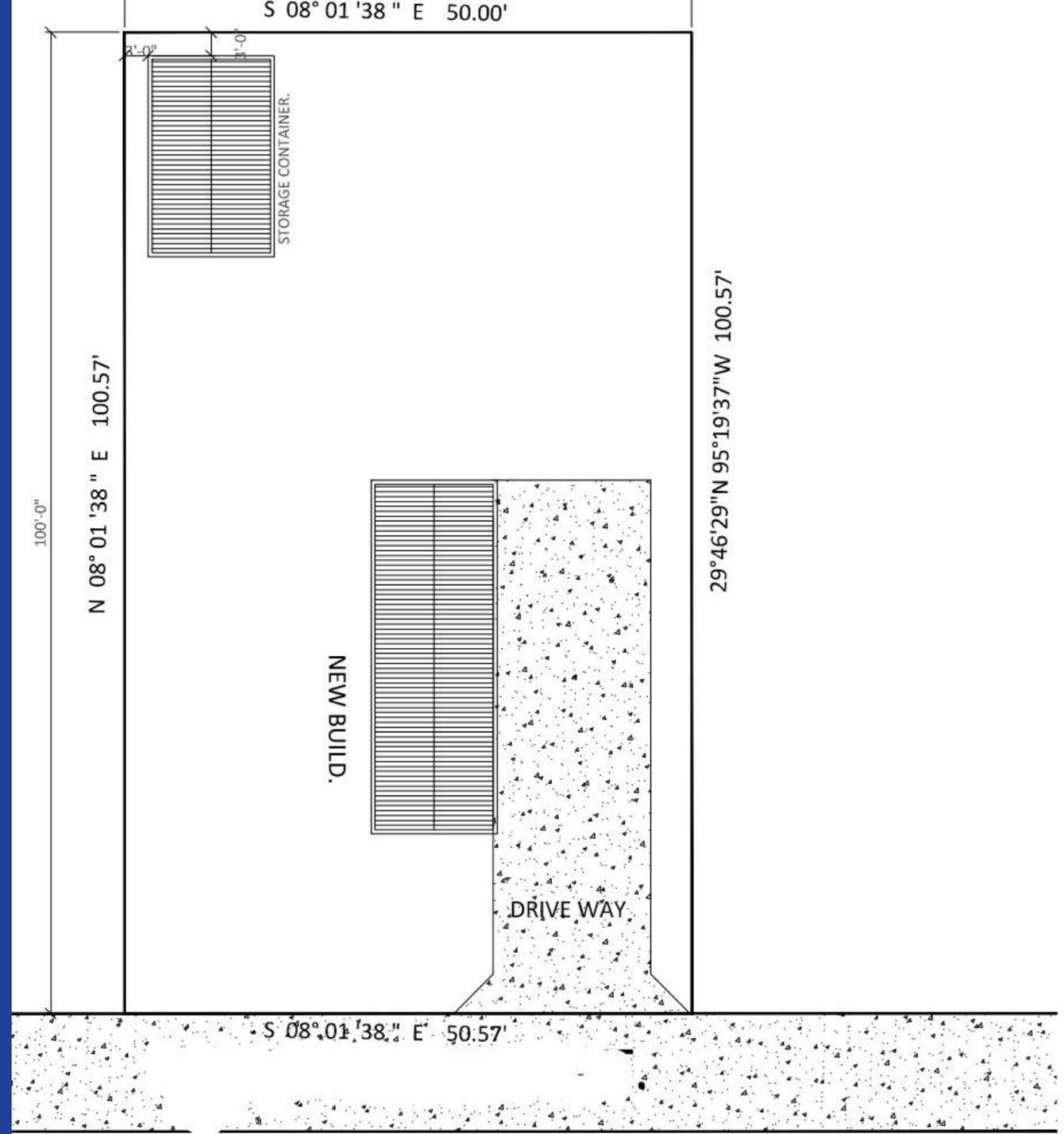


Landscaping Review



Common Mistakes in Residential Site Plan Review

- Setback encroachments
- Missing Plat and/or Survey
- Missing building plans
- Lack of clarification on scope of work
- Sidewalks not meeting compliance
- Missing landscaping



Commercial Site Plan Review

Commercial Project examples

New construction of any of the following would be classified as a commercial project

- Restaurants and Retail
- Warehouses and Offices
- Schools
- Places of worship
- Multi-Family Residential Units
- Health and Wellness facilities
- Residential Site Development

If the building is already existing...

- Building expansion
- Parking lot expansion or reduction
- Change of use



Off-Street Parking Requirement

- Chapter 26
- How much parking do you need?

Use Classification	Required Number of Parking Spaces
Class 1. Office:	
a. Office	2.75 parking spaces for every 1,000 square feet of GFA or 2.75 parking spaces for every 1,000 square feet of UFA
b. Financial facility	4.0 parking spaces for every 1,000 square feet of GFA
Class 2. Residential:	
a. Apartment	1.250 parking spaces for each efficiency dwelling unit
	1.333 parking spaces for each one-bedroom dwelling unit
	1.666 parking spaces for each two-bedroom dwelling unit
	2.0 parking spaces for each dwelling unit with 3 or more bedrooms
b. Single-family residential or manufactured home	2.0 parking spaces for each dwelling unit, except that a secondary dwelling unit not larger than 900 square feet of GFA shall provide 1.0 parking space

Parking Analysis

<i>PARKING ANALYSIS</i>			
OCCUPANCY TYPE	PARKING COUNT	REQUIRED	PROPOSED
OFFICE	350 X 2.5/1000	0.8 (1)	3
WAREHOUSE	4173/5000	0.8 (1)	1
TOTAL PARKING PROVIDED			4
TOTAL PARKING PROVIDED x 2 (FOR TWO LOTS)			8

Parking Analysis – Shared Parking Table

Class	Use	Parking Required	Weekday	Weekday	Weekday	Weekday	Weekend	Weekend	Weekend	Weekend
			Midnight to 7AM	7AM to 5PM	5PM to 9PM	9PM to Midnight	Midnight to 7AM	7AM to 5PM	5PM to 9PM	9PM to Midnight
1	Office	8	0.4	8	2.4	0.4	0	0.8	0	0
	Financial Facility	0	0	0	0	0	0	0	0	0
2	Apartment	0	0	0	0	0	0	0	0	0
	Hotel	0	0	0	0	0	0	0	0	0
3	Clinic (Medical Complex)	10	0.5	10	5	0.5	0	1	0	0
	Clinic (Medical or Dental)	0	0	0	0	0	0	0	0	0
	Veterinary Clinic	0	0	0	0	0	0	0	0	0
4	Industrial/Warehouse/ Manufacturing	0	0	0	0	0	0	0	0	0
5	Church	0	0	0	0	0	0	0	0	0
	Day Care	0	0	0	0	0	0	0	0	0
	School	0	0	0	0	0	0	0	0	0
	Library	0	0	0	0	0	0	0	0	0
6	Art Gallery	0	0	0	0	0	0	0	0	0
	Movie Theater	0	0	0	0	0	0	0	0	0
	Bowling Alley	0	0	0	0	0	0	0	0	0
	Gym/Health Spa	5	2.5	1.25	5	0.5	0.5	2.5	0.5	0.25
7	Dessert Shop	0	0	0	0	0	0	0	0	0
	Small Restaurant	0	0	0	0	0	0	0	0	0
	Neighborhood Restaurant	0	0	0	0	0	0	0	0	0
	Restaurant	0	0	0	0	0	0	0	0	0
	Tavern	0	0	0	0	0	0	0	0	0
	Small Bar	0	0	0	0	0	0	0	0	0
	Bar, club or lounge	0	0	0	0	0	0	0	0	0
8	Retail (excluding shopping center)	0	0	0	0	0	0	0	0	0
9	Auto Parts and Supply Store	0	0	0	0	0	0	0	0	0
	All Others	0	0	0	0	0	0	0	0	0
Total		23	3.4	19.25	12.4	1.4	0.5	4.3	0.5	0.25

19.25

Put 1 if this qualifies as a historic building

0

0

Total Reduction

0

PARKING SPACES REQUIRED:

19.25

Parking Analysis – Shopping Center Table

Denotes input box:

Total GFA of Shopping Center

Class 7 Square Footage

Take-Out	<input type="text" value="6,000"/>
Dessert Shop	<input type="text" value="0"/>
Small Restaurant	<input type="text" value="0"/>
Neighborhood Restaurant	<input type="text" value="10,000"/>
Restaurant	<input type="text" value="0"/>
Sq ft of Tavern	<input type="text" value="0"/>
Sq ft of Small Bar	<input type="text" value="0"/>
Sq ft of Bar	<input type="text" value="0"/>
Gym/Game Room/Spa	<input type="text" value="0"/>

Total, Class 6 & 7 square footage 16,000
 Percent of Center 76.19%
 Total Overage 56.19% 11,800

	Percent of Overage	Req. Parking	Incremental Requirement per 1000 SF		
Take-Out	37.5%	4	0	0.0	
Dessert Shop	0.0%	6	2	0.0	
Small Restaurant	0.0%	8	4	0.0	
Neighborhood Restaurant	62.5%	9	5	36.9	
Restaurant	0.0%	10	6	0.0	
Sq ft of Tavern	0.0%	10	6	0.0	
Sq ft of Small Bar	0.0%	12	8	0.0	
Sq ft of Bar	0.0%	14	10	0.0	
Arcade/Game Room/Spa	0.0%	5	1	0.0	
TOTAL	100.0%			36.9	

Reduced

Put 1 if this qualifies as a historic building	<input type="text" value="0"/>	0
Put 1 if this a transit corridor site	<input type="text" value="0"/>	0
Extra bicycle parking spaces	<input type="text" value="0"/>	0
Total Reduction		0

Shopping Center Base Requirement: 84.0
PARKING WITH INCREMENT: 120.9

NEW TOTAL FOR STRIP CENTER: 120.9

Denotes input box:

Total GFA of Shopping Center

Class 7 Square Footage

Take-Out	<input type="text" value="2,000"/>
Dessert Shop	<input type="text" value="0"/>
Small Restaurant	<input type="text" value="0"/>
Neighborhood Restaurant	<input type="text" value="2,000"/>
Restaurant	<input type="text" value="0"/>
Sq ft of Tavern	<input type="text" value="0"/>
Sq ft of Small Bar	<input type="text" value="0"/>
Sq ft of Bar	<input type="text" value="0"/>
Gym/Game Room/Spa	<input type="text" value="0"/>

Total, Class 6 & 7 square footage 4,000
 Percent of Center 19.05%
 Total Overage 0.00% 0

	Percent of Overage	Req. Parking	Incremental Requirement per 1000 SF		
Take-Out	50.0%	4	0	0.0	
Dessert Shop	0.0%	6	2	0.0	
Small Restaurant	0.0%	8	4	0.0	
Neighborhood Restaurant	50.0%	9	5	0.0	
Restaurant	0.0%	10	6	0.0	
Sq ft of Tavern	0.0%	10	6	0.0	
Sq ft of Small Bar	0.0%	12	8	0.0	
Sq ft of Bar	0.0%	14	10	0.0	
Arcade/Game Room/Spa	0.0%	5	1	0.0	
TOTAL	100.0%			0.0	

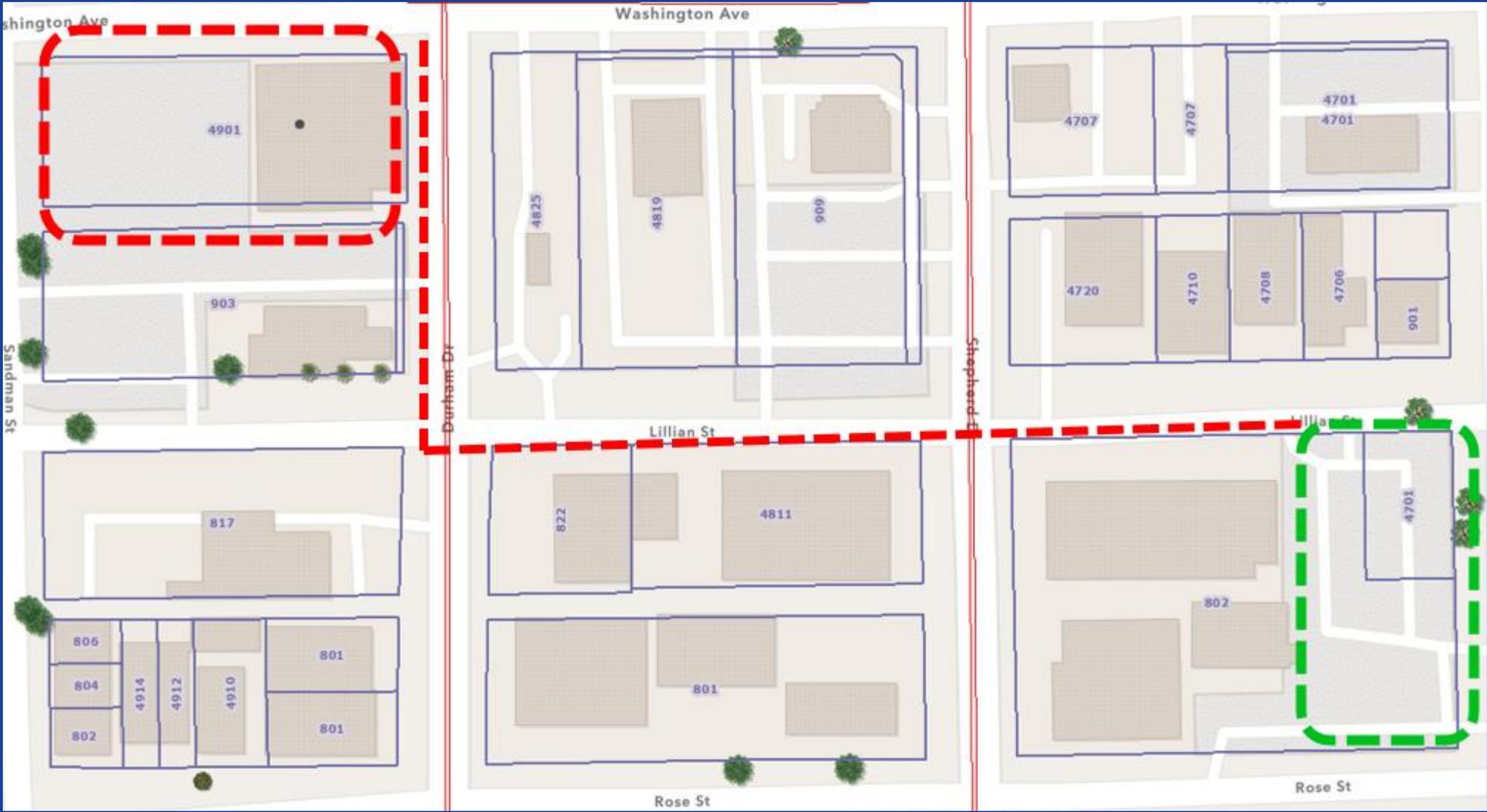
Reduced

Put 1 if this qualifies as a historic building	<input type="text" value="0"/>	0
Put 1 if this a transit corridor site	<input type="text" value="0"/>	0
Extra bicycle parking spaces	<input type="text" value="0"/>	0
Total Reduction		0

Shopping Center Base Requirement: 84.0
PARKING WITH INCREMENT: 84.0

NEW TOTAL FOR STRIP CENTER: 84.0

Off-Site Parking



Landscaping Requirement

☐ Calculations:

- A. STREET TREES:
Length of property line in lineal feet as measured along all sides of the property fronting on a public street(s).
_____ lineal feet/30 = _____ Street trees required.
(Staff may create an artificial lot)
- B. PARKING LOT TREES:
Number of new parking stalls to be constructed _____ /10 = _____ parking lot trees required.
- C. TOTAL TREE REQUIREMENT:
A. + B. = _____ total number of street and parking lot trees required.
- D. SHRUBS: *(Are required for new or the expanded portion of parking lots)*
Total number of Street trees required, from A above _____ x 10 = _____ shrubs.

Landscape Analysis Sample

LANDSCAPING ANALYSIS

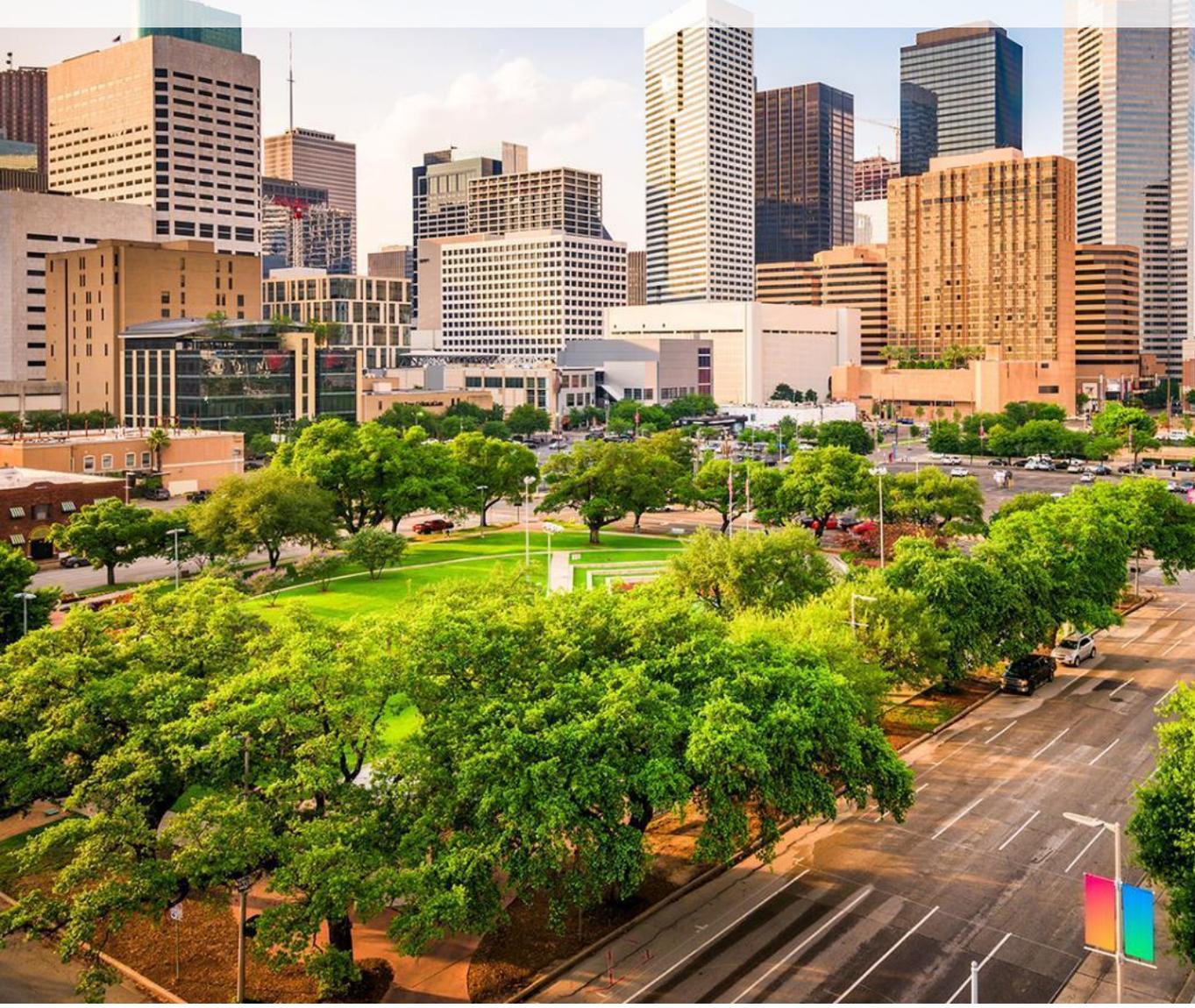
STREET -- TYPE/LOCATION	SYMBOL	CALIPER SIZE	REQUIRED TREES	REQUIRED TREES	PROPOSED TREES
CARYA ILLINOENSIS (PECAN) / ADE ST.		1 1/2"	120'/30	4 (1)	4
MYRICA CERIFERA (DWARF WAX MYRTLE) SHRUB		3 GAL.	4X10	20	40
BUILDING -- TYPE/LOCATION					PROPOSED TREES
CEDAR ELM /PARKING TREES		2"	3/10	0.6 (1)	1

Landscape buffer

- 
- E. LANDSCAPE BUFFER:
6' high screening fence, or 15' wide evergreen planting strip along the total length of property line adjacent to existing single-family residential, or limit of expansion adjacent to existing single-family residential.
(Site plan must show land use on all side of the property)

Sidewalk Regulations

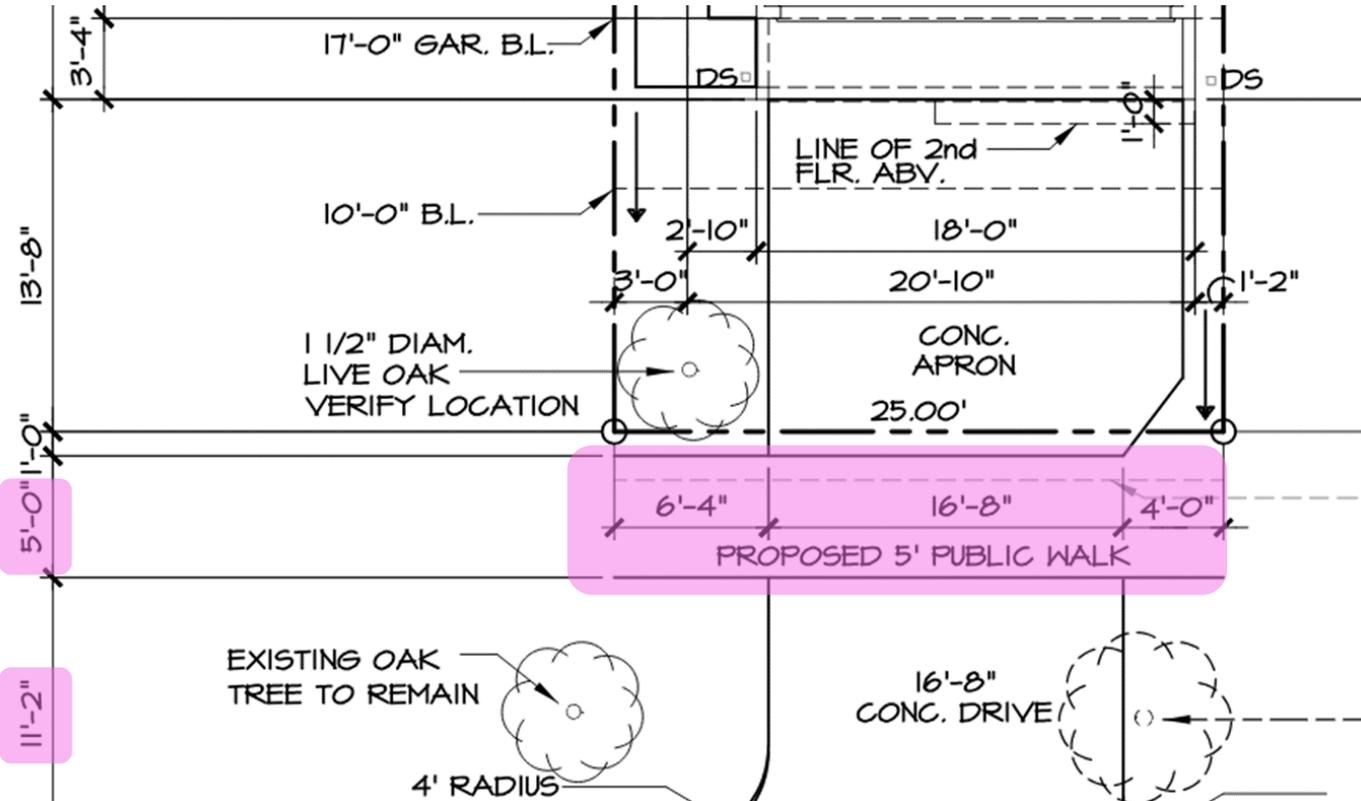
Sidewalks are Required When:



- Repairing or replacing 20+ feet of sidewalk
- New sidewalk permits
- New single family residential (SFR)
- Removal of existing sidewalk
- Replats
- New parking lot
 - Parking lot addition of more than 10 spaces or 25% total of area
 - Reconstruction of 10+ spaces or 25% of total parking lot, whichever greater
- Pedestrian route for off-site parking
- Expansion of 25% or more of non SFR building
- New and or expansion/reconstruction of existing roadway
- Non-SFR alterations increasing the exterior square footage by 25%+

Sidewalk To Standard

- ✓ 5 ft wide sidewalk (local street)
- ✓ 6 ft wide sidewalk (major thoroughfares)
- ✓ 8 ft wide sidewalk (central business district, primary TOD streets)
- ✓ Minimum 4 ft safety buffer



Sidewalk Modifications

What Can I Do with a Modification?

- Reduce Sidewalk Width
- Reduce Safety Buffer Width
- Eliminate Safety Buffer

Application Fees Apply When:

- Reducing Sidewalk Width
- Eliminating Safety Buffer

Amount	
Single Family	\$250
Affordable Housing Projects	\$250
Other Developments	\$840

Planning & Development Website



PLANNING & DEVELOPMENT DEPARTMENT

Houston, the 4th largest city in the United States, is a dynamic, growing city, rich in culture and diversity. The Planning & Development Department's mission is to grow and preserve Houston's diverse communities to create a resilient city.

Meetings: Stay tuned to our program webpages for information about meeting dates and how you can participate.

- Bicycle Advisory Committee (BAC)
- Historic Preservation Appeals Board (HPAB)
- Houston Archaeological and Historical Commission (HAHC)
- Major Thoroughfare and Freeway Plan (MTFP)
- Planning Commission
- Tower Commission

ABOUT THE DIRECTOR



Director Tran has a wealth of experience, with over 20 years in the commercial real estate industry. Her highly-regarded...

[More about the Director](#)

DEPARTMENT LINKS

Houstonplanning.com

<https://houstontx.gov/planning/>

City of Houston Code of Ordinances

- Chapter 42 for Subdivisions, Development and Platting
- Chapter 33 for Trees, Shrubs and Screening
- Chapter 26 for Parking
- Chapter 40 for sidewalks



Planning & Development Homepage: Forms



COMPLETE COMMUNITIES

Complete Communities is an initiative focused on bridging the gap between equity and opportunity. Made up of 10 historically under-resourced neighborhoods, Complete Communities exists to ensure all residents can achieve success without barriers to opportunity. Read more about Complete Communities.



HISTORIC PRESERVATION

The Houston Office of Preservation and Houston Archaeological and Historical Commission are stewards to Houston's historical heritage. This office oversees the creation of historic districts, landmarks and reviews requests for any new construction, demolition, or alterations to historic structures.



REDISTRICTING INFORMATION

Houston City Council Districts are in the process of being reconfigured. Join the conversation and get details on the proposed maps and next steps. Read more about City Council Redistricting.



WALKABLE PLACES

The Walkable Places and Transit-Oriented Development (TOD) initiatives promote pedestrian-friendly, mixed-use development. The ordinances encourage combined commercial, office, and multifamily residential developments to create more vibrant, walkable streets that support alternative modes of

Department Calendar

Friday, October 20

- Monday, October 23
 - 3:30pm Tower Commission
- Wednesday, October 25
 - 2:30pm Bicycle Advisory Committee Meeting (B...
- Tuesday, October 31
 - Halloween
- Wednesday, November 1
 - First Day of American Indian Heritage Month
- Thursday, November 2
 - 2:30pm Planning Commission
- Sunday, November 5
 - Daylight Saving Time ends
- Tuesday, November 7
 - Election Day
- Thursday, November 9
 - 2:30pm Historic Commission (HAHC)
 - 6:30pm Braeburn Resilience Workshop Mtg. #2
- Friday, November 10
 - Veterans Day (substitute)
- Saturday, November 11

+ Google Calendar

RESOURCE LINKS

- Forms
- Publications
- Site Map

CONTACT US

Development Regulations & Information:

Show 10 entries

Search:

Document Name	English	Español
Access Agreement for Construction and Maintenance	View	
Application for Modification of Sidewalks Standards	View	
Certificate of Compliance Application	View	
Development Fees	View	
Development Site Plan Review	View	
Guidelines for Modification of Sidewalks and Safety Buffer	View	
Hazardous Enterprise Application	View	
Honorary Street Marker Procedures and Standards	View	
Hotel/Motel Application	View	
Hotel/Motel Variance	View	

Showing 1 to 10 of 31 entries

Previous 1 2 3 4 Next

<https://www.houstontx.gov/planning/Forms/>

Planner of the Day (POD)

Bob Lanier Building
611 Walker, 6th floor
832-393-6624



The Permitting Center
1002 Washington Ave, 3rd floor
832-394-8849

Thank You



PLANNING &
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832-393-6600 | www.houston.tx.gov/planning