

# Plat Tracker: Special Request Forms

**Step 1:** Begin creating a draft application. On the documents page, click on the label “Open Forms.”

The screenshot shows a web browser window displaying the Plat Tracker application. The browser address bar shows the URL: <http://101.4.113/eDRC/PSNewPlatSub.aspx#UPLOADMOVEHERE>. The browser tabs include "2013-1403 Documents" and "CoH - Plat Tracker".

The application interface includes a navigation menu with "City of Houston eGovern...", "CoH - Plat Tracker", and "Web Slice Gallery". Below the navigation, there are several form fields and buttons:

- County (i.e. Harris): Harris
- Scale Factor (0.95-1.1): 1
- Buttons: Browse..., Save AutoCAD Registry File, Save AutoCAD Subdivision File, Save Plat PDF
- Form sections with radio buttons for "Attach" and "Does not apply":
  - AutoCAD Subdivision Plat File (Required for all plats)
  - Subdivision Plat PDF (Required for all plats)
  - Amenities Plan
  - Current Title Report
  - Deed Restrictions
  - Drainage Plan
  - Solid Waste Collection Plan
  - Existing Condition Survey
  - Special Request Forms (with "Open Forms" highlighted in a red circle)
  - Replats: Previous Subdivision Plat
  - Others (Photos, PP Presentation, etc.)
- Buttons: Save Others, Save and Continue

At the bottom, there is a table for "Uploaded Files":

DocType	DocName	
Registry	Registry_Registry 01 v2004 1-24-2012.dwg	Remove
SubdivisionPlat	SubdivisionPlat_Grand Mission Estates Sec 9 - eDRC Test 2004.dwg	Remove
SubdivisionPlatPDF	SubdivisionPlatPDF_Plat_marked_up_after_review.PDF	Remove

At the bottom of the page, there is a copyright notice: "© 2013 copyright, Maintained by the Planning & Development Department of the City of Houston. All Rights Reserved." and a zoom level of 95%.

**Step 2:** Select a type of form.

The screenshot shows a web browser window with the URL <http://101.4.113/eDRC/PSNewPlatSub.aspx#UPLOADMOVEHERE>. The browser tabs include '2013-1403 Documents', 'CoH - Plat Tracker', and 'CoH - Plat Tracker'. The browser menu shows 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The address bar shows 'Convert' and 'Select'. The browser toolbar includes 'City of Houston eGovern...', 'CoH - Plat Tracker', and 'Web Slice Gallery'. The page header features the City of Houston logo and the text 'The City of Houston Official Site for Houston, Texas' and 'PLATTRACKER®'. The header also includes 'Planning and Development Dept. Home' and 'City of Houston Home'. The user information shows 'User: o, JENNIFER', 'Test PD Beta Company', and 'Applicant Editor'. The navigation menu includes 'Organization', 'User', 'Plat', 'Submittal', 'Payment', and 'Help'. The main content area is titled 'SPECIAL REQUEST FORMS' and displays 'Full Subdivision Name: Lovely Day'. Below this, there are instructions: 'Instructions: Please complete forms for your special Requests.' and 'Special Requests: Variance.' A list of four radio button options is shown: 'New Variance Form', 'New Special Exception Form', 'New Reconsideration of Requirement Form', and 'New Public Hearing Form'. The 'New Variance Form' option is circled in red. A 'Go Back' button is located to the left of the list. Below the list is a link for 'Special Requests List'. The footer contains the copyright notice: '© 2013 copyright, Maintained by the Planning & Development Department of the City of Houston. All Rights Reserved.' The browser zoom level is set to 95%.

**Step 3:** Type directly into the form or copy and paste prepared text. Select the 'Save Form' button at the bottom of the page.

**Note:** You cannot save the form unless there is some text in all the appropriate boxes.

The screenshot shows a web browser window displaying the City of Houston PLATTRACKER application. The browser's address bar shows the URL: <http://101.4.113/eDRC/PSNewPlatSub.aspx#UPLOADMOVEHERE>. The browser tabs include '2013-1403 Documents', 'CoH - Plat Tracker', and another 'CoH - Plat Tracker' tab. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar shows 'Convert' and 'Select' options. The browser's status bar shows 'City of Houston eGovern...', 'CoH - Plat Tracker', and 'Web Slice Gallery'. The application header features the City of Houston logo and the text 'The City of Houston Official Site for Houston, Texas'. The main header area displays 'PLATTRACKER' and 'Planning and Development Dept. Home City of Houston Home'. The user interface shows the user 'JENNIFER' logged in as 'Test PD Beta Company' with the role 'Applicant Editor'. The navigation menu includes 'Organization', 'User', 'Plat Submittal', 'Payment', and 'Help'. The main content area is titled 'Variance Form' and contains the following text: 'Specific Variance is being sought and extent of variance: (Sec. 42-47 and Sec. 42-81)'. Below this text is a large text input box containing the red instruction: 'Type directly into the box. You may save the form and edit later but you must have some text in all the appropriate boxes.' Below the input box is the 'Statement of Facts' section, which includes three numbered items: (1a) 'The imposition of the terms, rules, conditions, policies and standards of this chapter would create an undue hardship by depriving the applicant of the reasonable use of the land; OR', (1b) 'Strict application would make this project infeasible due to the existence of unusual physical characteristics that affect the property in question, or would create an impractical development or one otherwise contrary to sound public policy;', and (2) 'The circumstances supporting the granting of the variance are not the result of a hardship created or imposed by the applicant;'. Below these items are three more text input boxes. At the bottom of the page, there is a third item: (3) 'The intent and general purposes of this chapter will be preserved and maintained;'. The browser's status bar shows '95%' zoom level.

**Step 4:** A table will appear listing all the special request forms created for your application. These forms may be edited or deleted prior to submitting the application.

The screenshot shows the City of Houston PLATTRACKER web application interface. The browser address bar displays the URL: http://10.1.4.113/eDRC/PSNewPlatSub.aspx#UPLOADMOVEHERE. The page header includes the City of Houston logo and the text 'Official Site for Houston, Texas'. The user is identified as 'User: O, JENNIFER' and is logged in as 'Test PD Beta Company | Applicant Editor'. The navigation menu includes 'Organization', 'User', 'Plat', 'Submittal', 'Payment', and 'Help'. The main content area displays 'SPECIAL REQUEST FORMS' and a confirmation message: 'Your form has been saved.' Below this, the 'Full Subdivision Name' is 'Lovely Day'. The 'Instructions' section states: 'Please complete forms for your special Requests. Special Requests: Variance.' There are four radio button options: 'New Variance Form', 'New Special Exception Form', 'New Reconsideration of Requirement Form', and 'New Public Hearing Form'. A 'Go Back' button is located to the left of these options. The 'Special Requests List' table is shown below, with a red arrow pointing to the 'Edit' column of the first row.

Special Requests List				
		Type	Specific Requirements	Chapter 42 Section
Edit	Delete	Variance Form	1	10

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