PLATTING

GENERAL INFORMATION

Platting is the process by which land is subdivided. The plat review process is intended to determine if the subdivision layout is in compliance with the City of Carrollton's development standards. To ensure that the plat meets all of the requirements of the Subdivision Ordinance, consult with the Planning Department prior to preparing the submission.

The platting process requires approximately 45 days to be completed from the date of application submission and requires approval from the Planning & Zoning Commission, with the exception of Administrative Plats, which can be approved at staff level.

Applications are accepted by the Planning Department on or before the last Wednesday of each month.

A ***Final Plat*** or an ***Administrative Plat*** is required for the creation of a legal lot of record. An Administrative Plat allows approval of a minor plat through administrative action in certain circumstances without review and approval of the Planning & Zoning Commission and as authorized under Section 212.0065 of the Texas Local Government Code.

A ***Replat*** applies to previously platted property and is required to alter recorded lots. State law requires a public hearing be held. Replats of single-family or duplex-zoned property also require notification of all property owners in the original subdivision within 200 feet of the replat.

An ***Amending Plat*** is required to correct minor errors, as defined by state law, on a recorded plat.

A plat may be ***vacated*** before a lot is sold. If any of the lots within a subdivision have been sold, all owners of lots within such subdivision must sign the vacation plat if any part of the plat is to be vacated.

APPLICATION AND APPROVAL PROCESS:

FINAL PLATS

1. ***Application*** - **Prior to the processing of an application, any delinquent property taxes must be paid.** The applicant must submit the completed application form, application fee, and all other materials as described in the application form or the application is incomplete. **Mylar, acetate film or photocopies will not be accepted.**
2. ***Staff Review*** - The proposed plat is distributed to City departments for review to determine compliance with City standards. After review, City staff will make recommendations to the Planning & Zoning Commission based upon the plats compliance said standards.
3. ***Planning and Zoning Commission*** - The Planning & Zoning Commission generally meets the first Thursday each month. The Commission may approve the plat (with or without staff recommendations, or "stipulations") or deny it if it fails to comply with City standards. If approved with stipulations, a single revised copy of the plat shall be reviewed by staff for compliance with the stipulations. If the revised plat meets all requirements of Commission approval, the required number of fully-signed copies shall be delivered to the Planning Department for City signatures.
4. ***City Signatures*** - The Planning Department will review the signed copies and forward them for signatures of the Chair of the Planning & Zoning Commission, Director of Development Services and City Secretary. The applicant will generally be responsible for filing the plat with the appropriate county and returning recorded copies to the Planning Department.

   The plat must be filed with the county clerk within twelve months of approval, or the plat becomes invalid and must be re-approved before the plat can be filed.

Note: building permits will be not issued until the plat has been recorded and copies returned to the Planning Department.

Application ⇨ Staff Review ⇨ P&Z Commission Approval ⇨ Signatures ⇨ File Plat

ADMINISTRATIVE PLATS

1. ***Application*** **- Prior to the processing of an application, any delinquent property taxes must be paid.** The applicant must submit the completed application form, application fee, and all other materials as described in the application form or the application is incomplete. **Mylar, acetate film or photocopies will not be accepted.**

2. ***Staff Review*** **-** The proposed Administrative Plat is distributed to City departments for review. After review, City staff will provide a list of any revisions necessary.

3. ***Director of Development Services Approval*** **-** One blackline copy of the Administrative Plat, with any revisions required shall be submitted for review to the Planning Department. If the Administrative Plat complies with the required standards, the applicant shall submit the required number of fully-signed copies to the Planning Department.

4. ***City Signatures*** **-** The Planning Department will review the signed copies and forward them for signatures of the Director of Development Services and City Secretary. The applicant will generally be responsible for filing the plat with the appropriate county and returning recorded copies to the Planning Department.

   The plat must be filed with the county clerk within twelve months of final approval or the approved plat becomes invalid and must be re-approved before the plat can be filed.

Note: building permits will not be issued until the plat has been recorded and copies returned to the Planning Department.

Application ⇨ Staff Review ⇨ Director of Development Services Approval ⇨ Signatures ⇨ File Plat

PRELIMINARY PLATS

1. ***Application*** **- Prior to the processing of an application, any delinquent property taxes must be paid.** The applicant must submit the completed application form, application fee, and all other materials as described in the application form or the application is incomplete. **Mylar, acetate film and photocopies will not be accepted.**

2. ***Staff Review*** **-** The proposed Preliminary Plat is distributed to City departments for review. After review, City staff will make recommendations to the Planning & Zoning Commission based upon the plats compliance with said standards.

2. ***Planning and Zoning Commission*** **-** The Planning & Zoning Commission generally meets on the first Thursday each month. The Commission may approve the Preliminary Plat (with or without staff recommendations, or "stipulations") or deny it if it fails to comply with City standards. If the Preliminary Plat is approved, a blackline copy of the plat complying with any required revisions shall be submitted to the Planning Department for the signatures of the Chair of the Planning & Zoning Commission and Director of Development Services. The approved and signed Preliminary Plat is then held in the records of the Planning Department.

   Approval of a Preliminary Plat is valid for twelve months.

4. ***Submission of the Subsequent Final Plat*** **-** Upon receiving City signatures the applicant may submit an application for approval of a Final Plat for the subject of the Preliminary Plat.

Application ⇨ Staff Review ⇨ P&Z Commission Approval ⇨ Signatures ⇨ File Plat

PLAT CHECKLIST
(Updated: June 22, 2015)

This Checklist Will Be Used To Review Your Submittal

The following information is required on all plat applications. For additional requirements for preliminary, final, administrative and amending plats and all replats please see the appropriate pages and the Comprehensive Subdivision Ordinance and Comprehensive Zoning Ordinance.

FORMAT

1. North arrow
2. A notation of the scale, which must be an engineering scale
3. A bar or graphic scale
4. A location map with the subject site clearly indicated
5. A legend for any graphic symbols used
6. Date of preparation and subsequent revisions
7. The plat must be drawn to a scale at which all details of the drawing are legible after the drawing has been reduced to an 8 ½" x 11" format

TITLE BLOCK

1. The name of the proposed project.
2. The title "Preliminary Plat," "Final Plat," "Replat" etc., as applicable
3. The county or counties in which the site is located
4. The name, address, and telephone number of the property owner
5. The name, company, company address and telephone number of the engineer and/or licensed surveyor who prepared the plat
6. The city file number for the case (assigned by city staff)
7. A 3-inch by 3-inch blank square in the lower right hand corner of the plat for use by the county during the filing process

SITE INFORMATION

1. Property Description
   - Size of the tract in both acres and square feet
   - Narrative metes and bounds description of the boundary of tract
   - Bearings and distances shown around the perimeter of the tract, with the point of commencing and/or beginning referenced from an existing street intersection
2. *A signed and sealed Closure Run Sheet*
3. Location and width of all existing and proposed internal streets, alleys, rights-of-way, and easements; include volume and page number if existing
4. Adjacent subdivisions, showing alleys, streets, easements, adjacent lot lines, and subdivision name. If the adjacent property is unplatted, show property lines and current owner(s), and note "Not Platted"
5. All proposed lot lines, and the size (square footage) of all lots which are not rectangular
6. For irregular or pie-shaped lots, or any lots on an "eyebrow," cul-de-sac, or curved portion of a street in a residential subdivision, a rectangular building envelope for a structure meeting the minimum floor area requirements of the applicable zoning district must be shown
7. The hundred block address designation for all existing and proposed streets
8. County and/or school district boundary lines crossing the property
9. Any sites to be reserved or dedicated for parks, floodways, or any other public uses
10. Net and gross acreage for each tract when flood plains or street or utility rights-of-way dedications are involved
11. Finished floor elevations for lots in and adjacent to flood plain and floodway areas
12. Size of any right-of-way dedications. (See the Subdivision Ordinance and Thoroughfare Plan for right-of-way dedication requirements)
13. Courses referenced by notation upon the survey plat to an identifiable line for directional control

SUPPLEMENTAL CHECKLISTS
(PRELIMINARY, FINAL, ADMINISTRATIVE & AMENDING PLATS
AND ALL REPLATS)

FINAL PLAT, ADMINISTRATIVE PLAT, AMENDING PLAT AND REPLAT

1. Plat must be of a second order traverse closure with a closure error of 1/20,000 or greater.
2. Dimensioned lot arrangements and bearings.
3. A table listing the size in **s**quare feet of all non-rectangular lots.
4. For lots with a “zero” or reduced side yard setback, place a blackened arrowhead on the property line having the “zero” or reduced side yard setback.
5. Approved Dedication Statement.
6. Approved Owner’s Certificate with all applicable signatures.
7. Approved Utility Certificate
8. The printed names and signatures of the notarys, all property owners, the surveyor, and the engineer.
9. Any easements to be dedicated, including a data table for curves, bearings, etc. (Consult with the Engineering Department before submitting an application). If created by a separate instrument or prior plat, the recorded volume & page number must be shown on the plat.
10. When a corner or smaller lot is being created out of a larger tract of land, the dedication of right-of-way along the perimeter of the larger tract may be required as a condition of approval of the plat. In most cases, the dedication and filing of a mutual access agreement from the lot through the larger tract to a point adjacent to the next median opening will also be required.
11. Final engineering drawings showing the following (unless the project is already developed).
    - Sewer mains
    - Water mains
    - Location and size of all water courses, ravines, bridges, and culverts
    - Other underground structures
    - Drainage areas, or areas draining into the tract
    - Street paving plans
12. The "X," "Y" and "Z" (elevation) coordinates (NAD 83 Texas State Plane Coordinate System, North Central Texas FIPS 4202 (feet) must be labeled for at least 2 of the perimeter markers. (Effective April 1, 2003.)

PRELIMINARY PLAT

1. Topographic lines with contour intervals of two feet.
2. Flood plains, floodways, stream courses, or other water features.
3. The outline of wooded areas and the location of individual trees 18" in diameter or larger shall be shown on properties dedicated for public purposes.

REPLAT - ADDITIONAL INFORMATION

1. Original plat information (lots, blocks, etc.) shown lightly sketched or dotted on the replat.
2. New lot numbers, designated by an "R" (i.e. Lot 1R).
3. Additional title block information:
   - Name of previous plat, which must remain a prominent part of the new title
   - Blocks, lots and portions thereof which are being replatted
   - Volume and page number where previous plat was recorded
   - Original city case number where applicable
4. The reason or purpose of the replat (e.g. "to combine two lots into one").

AMENDING PLAT - ADDITIONAL INFORMATION

1. Identify what elements are being amended.
2. Graphically identify the area being amended by a "bubble" on the plat.

STANDARD NOTES

The following notes must be added to all final plats, administrative plats, and replats unless the Comprehensive Zoning Ordinance or the Planning and Zoning Commission specifically do not require them:

- Selling off a portion of this addition by metes and bounds description without a replat being approved by the City of Carrollton is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.

- GPS Coordinates are rectified to NAD 83 State Plane Coordinate System North Central Texas Zone 4202 (feet),

VISIBILITY NOTE

Intersection visibility triangles shall have the dimensions specified in Section 53.40 et seq. of the Carrollton Code of Ordinances.

SURVEYOR CERTIFICATE

STATE OF TEXAS

I, _____ (Engineer/Surveyor's printed name), a Registered Public Surveyor, hereby certify that I have prepared this plat from an actual on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the platting rules and regulations of the City of Carrollton, Texas.

_____
Engineer/Surveyor's Signature

NOTARY CERTIFICATE

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, a Notary Public in and for the said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed and in the capacity therein stated and as the act and deed therein stated.

Given under my hand and seal of office, this _____ day of _____, 20_____.

_____
Notary's Signature
Notary Stamp:

CITY SIGNATURE BLOCK
(APPLICABLE TO ALL PLATS, *WITH THE EXCEPTION OF ADMINISTRATIVE PLATS*)

Place the following on the plat. The Planning Department will obtain these signatures:

On the _____ day of _____, 20_____, this plat was duly approved by the Planning and Zoning Commission of the City of Carrollton.

Signed: _____ Attest: _____
Director of Development Services City Secretary

Signed: _____
Chairman
Planning and Zoning Commission

CITY SIGNATURE BLOCK
(APPLICABLE TO AN ADMINISTRATIVE PLAT)

Place the following on the administrative plat. The Planning Department will obtain these signatures:

On the _____day of _____, 20_____, this administrative plat was approved by the City Manager or Designee.

Signed: _____
City Manager or Designee

CITY SIGNATURE BLOCK
(APPLICABLE TO A PRELIMINARY PLAT)

Place the following on the preliminary plat. The Planning Department will obtain these signatures:

On the _____day of _____, 20_____, this preliminary plat was duly approved by the Planning and Zoning Commission of the City of Carrollton.

Signed: _____
Director of Development Services

Signed: _____
Chairman
Planning and Zoning Commission

UTILITY CERTIFICATE

It is the applicant's responsibility to obtain signatures from utility companies who have required easements. *Do not obtain these signatures until the Planning Department reviews the corrected plat*.

THIS PLAT CORRECTLY PRESENTS THE REQUIRED EASEMENTS FOR THIS DEVELOPMENT.

ATMOS GAS _____
NAME/TITLE

ONCOR ELECTRIC DELIVERY _____
NAME/TITLE

COSERV ELECTRIC _____
NAME/TITLE
(For Denton County plats only)

DEDICATION STATEMENT
(To be used in all instances)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS;

That **(Owner's Name),** acting herein by and through its duly-authorized officers, does hereby adopt this plat designating the herein above-described property as **(Subdivision Name)**, an addition to the City of Carrollton, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, alleys, and public use areas shown hereon and does hereby dedicate the easements shown on the plat for the purposes indicated to the public use forever, said dedications being free and clear of all liens and encumbrances, except as shown herein.

No buildings, fences, trees, shrubs, or other improvements shall be constructed or placed upon, over, or across the easements on said plat. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to a particular utility or utilities, said use by public utilities being subordinate to the public's and City of Carrollton's use thereof. The City of Carrollton and any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on any of these easements.

And the City of Carrollton or any public utility shall at all times have the right of ingress and egress to and from and upon any of said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

(Owner's Name) does hereby bind itself, its successors and assigns to forever warrant and defend, all and singular, the above-described streets, alleys, easements and rights unto the public, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Carrollton.

WITNESS MY HAND THIS _____ DAY OF _____, 20___.

_____	_____
Signature of Owner	Position in Corporation (if applicable)
_____	_____
Name of Corporation (if applicable)	Lien Holder (if applicable)

If there is no lien holder, add the following statement:
To the best of my knowledge, there are no liens against this property.

_____
Signature of Owner
(Ord. No. 2088, 07/18/95)

UTILITY SIGNATURES

For utility signatures, please contact the following individuals:

COSERV	Misty Solis, Engineering Records Administrator 7701 S. Stemmons Fwy. Corinth, Texas 75065 940-321-7844, Ext. 7614 msolis@CoServe.com *Call ahead for an appointment*
ONCOR ELECTRIC DELIVERY COMPANY	Randy McKee 1015 Hutton Dr. Carrollton Texas 75006 972-323-8915 or Jodie Smith 14400 Josey Ln. Farmers Branch, Texas 75234 972-888-1317
ATMOS GAS	Brandon Ball, Project Specialist Atmos Energy 1400 Patton Pl. Carrollton, Texas 75006 972-360-4428 Brandon.Ball@AtmosEnergy.com *Call ahead for an appointment*

FILING PROCEDURES FOR APPROVED PLATS

Please obtain the following signatures before submitting the final blackline copies to the Planning Department:

- Property Owner
- Surveyor/Engineer (with seal)
- Applicable Utility Companies

The Planning Department will obtain the following signatures:

- Director of Development Services
- City Secretary
- Chairman of the Planning and Zoning Commission

If the plat is not filed within twelve (12) months of the approval date, reapproval of the plat will be required in order to file it. If you desire to have a blackline with original signatures, add these copies to the number listed below:

DALLAS COUNTY

Requirements:

- Two blacklines are required. One must have all original signatures for recording. The second copy will be forwarded to the appraisal district. All duplicate copies will be clocked in at the time received only.
- All signatures must be acknowledged. The plat must be approved by the city secretary, or city planning and zoning commission.

Fees:
$60.00 for the first page of a plat, $25.00 each for any additional page of the plat. Tax certificates: $4.00 per page (any print on the back of a page is considered a page).

Note: The County keeps two (2) 24” x 36” blacklines and the City keeps all other copies.

Tax certificates <u>must</u> be obtained from all taxing entities (city, school, and county).
Tax certificates issued through a tax service are **not acceptable for recording.

When filing is complete, the clerk will ask where you would like the plat to be mailed. Please use:

City of Carrollton Planning
1945 E. Jackson Road
Carrollton, TX 75006

DENTON COUNTY

Requirements:

- One blackline copy all with **ORIGINAL** seals and signatures; **NO EXCEPTIONS!**
- The size of the plat shall be **NO LARGER OR SMALLER** than 24"x 36".
- Seals must be affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary.
- All stamps and seals **MUST** be legible.
- If a plat or re-plat does not indicate whether the land covered by the plat or re-plat is in the ETJ of the municipality, an affidavit stating that information will be required. There is no charge for filing this affidavit.
- Tax Certificates: any and all plats must have original tax certificates, issued within 90 days from filing, from ALL taxing units with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed and that taxes imposed for the current year have been paid. Refer to Sec 12.002 (e) Texas Property Code for complete list of legal requirements.

Fees:

$50.00 per page (for example: If the plat covers one page, the fee is $50.00. If the plat covers two pages, the second page is an additional $50.00, totaling $100.00 to file the plat, etc.) There is no additional cost to record the tax certificate(s). If you should need additional plat copies stamped for your records, the first two are free (includes each page of the plat if the plat is multiple pages) and each additional are 25 cents per page.

Fee for Additional Filings:

For any additional documents such as restrictions or covenants, etc. the filing fee is:

$26.00 for the first page, $4.00 for each additional page (any print on the back of a page is considered a page) and $4.00 for the recording information.

COLLIN COUNTY

Requirements:

- One blackline copy with all **ORIGINAL** seals and signatures; **NO EXCEPTIONS.**
- **NO FILINGS OF PLATS WILL BE ACCEPTED AFTER 3:30 pm**
- The size of the plat shall be **NO LARGER OR SMALLER** than 24” x 36”.
- Complete Legal Description; a replat must reference the original plat information.
- Signatures must be original and names must be printed under each signature. If the owner is a company that company name must be above the signature.
- Signatures must be acknowledged. Notary’s name must be printed under each signature. Notary’s seal must be affixed and legible, and the notary expiration date must be shown.
- Seals must be affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary.
- Tax Certificates from each taxing entity (signed, and sealed from County Tax Office). School and City taxes not collected through the County may not have a seal, but must have original signatures.
- All stamps and seals **MUST** be legible.

Separate Instrument Filing Requirements:

If a separate instrument needs to be filed with the county in advance of filing the plat in order to properly record an access easement on a property, the following fees will be required:

Dallas County - $26 for the first page of the instrument, $4 for each additional page.
Denton County - $26 for the first page of the instrument, $4 for each additional page, plus $4 recording information page.
Collin County - $27 for the first page of the instrument, $10 for each additional page.

TAX CERTIFICATE CONTACTS

Effective September 1, 1999, State Law requires that an original tax certificate from **EACH** taxing entity (city, county, school district and special taxing entity where applicable) with jurisdiction over that property be provided before a plat can be filed with the county. In most cases it takes 1 to 3 working days to obtain the tax certificates.

*Please note that effective August 1, 2003 all Carrollton city tax certificates must be obtained at the Dallas County Records Building. Even if your property is located in Denton or Collin County you must go to the Dallas Records Building for the city tax certificate.

CITY

Carrollton Cost: $10.00	Vic Peters Dallas County Records Building (1st Floor) 500 Elm St. Dallas, TX 75202 (214) 653-6505

COUNTIES:

Dallas Cost: $10.00	Sonja Harrison Records Building (1st Floor) 500 Elm St. Dallas, TX 75202 (214) 653-7811
Denton Cost: $10.00 Have Acct # ready	Stacy Dvoracek Denton County Clerks Office 1505 E. McKinney Denton, TX 76201 (940) 565-8655
Collin Cost: $10.00	Property Tax Office 1434 N Central Expwy, Ste 116 McKinney, TX 75070 (972) 424-1460

SPECIAL TAXING ENTITIES:

Valwood Improvement Authority
Cost:$10.00

Sonja Dodds
1430 Valwood Pkwy., Suite 160
Carrollton, TX 75006
(972) 484-9863
Always call before coming

SCHOOL DISTRICTS:

C/FB ISD Cost: $10.00	Anna Brady C/FB ISD Adm. 1445 N. Perry Rd. Carrollton, TX 75006 (972) 968-6171
Coppell ISD Cost: $10.00	Debbie Standridge Coppell ISD 200 S. Denton Tap Coppell, TX 75019 (972) 393-3009
Dallas ISD	Venita Bell City of Dallas Tax Dept 1500 Marilla Street Suite 2C South Dallas, TX 75201 (214) 670-3398
Lewisville ISD Cost: $10.00 Have Acct. # ready	Stacy Dvoracek Denton County Clerks 1505 E. McKinney Denton, TX 76201 (940) 565-8655
Plano ISD Cost: $10.00	Vicki Arismendez 1434 N. Central Expwy McKinney, TX 75070 (972) 424-1460