

## TOP TEN FREQUENTLY ASKED QUESTIONS ABOUT PLATS

### 1. What is a plat?

A map of a subdivision that represents a tract of land, showing the boundaries and location of individual properties, streets, easements and other pertinent information. After a plat is approved by the Planning and Zoning Commission it is filed with the appropriate county clerk and becomes a legal lot of record for which a building permit can be issued.

### 2. What regulations must be followed when property is platted and who approves the plat?

The Comprehensive Subdivision Ordinance governs the platting of property in the city of Carrollton. The Comprehensive Zoning Ordinance also contains information that is needed during the platting process. The Planning and Zoning Commission has the final approval authority for plats.

### 3. What different types of plats are there within the city of Carrollton and when is each type required?

**Final Plats and Administrative Plats** are required for property that has never been platted. An administrative plat is a minor plat that is approved through an administrative action in certain circumstances as allowed by the Texas Local Government Code and the Subdivision Ordinance without the approval of the Planning and Zoning Commission. A final plat must be approved by the Planning and Zoning Commission.

**Replats** are required when a property is already platted and you want to alter or create new lot lines, remove platted building lines, remove fire lanes or remove easements from a recorded plat. A replat must be approved by the Planning and Zoning Commission.

**Preliminary Plats** are required when a tract of land is being subdivided into five (5) or more lots or for the subdivision of land into two (2) lots, which contain a total of forty acres. A preliminary plat allows staff and the Planning and Zoning Commission to review the overall layout of the lots and street pattern for the subdivision to insure that the proposed layout complies with all applicable city requirements. In most cases, a preliminary plat is required for the subdivision of land for the purpose of single-family development.

### 4. Can I obtain a building permit for a property that is not platted?

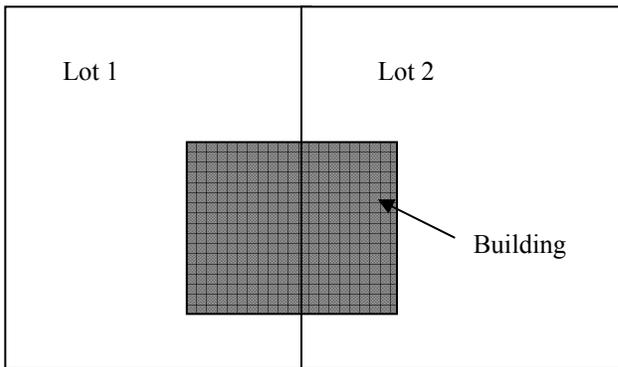
No. A building permit cannot be issued for a property that has not been platted or is not a legal lot of record.

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**5. If I own a property that is already platted into one lot can I sell off part of my lot without replatting?**

No. The Texas Local Government Code and the city of Carrollton Subdivision Ordinance requires property to be subdivided through the platting process before it can be sold for the purpose of creating two or more parcels. A lot that is sold by a meets and bounds description only and has not been platted into a separate lot is not a legal lot of record.

**6. If I own two lots that are adjacent to each other, can I construct a building that crosses the lot line such as shown in following exhibit?**



No. You are not allowed to construct a building that crosses over an existing lot line. A replat, which combines the two lots into one lot must be approved by the Planning and Zoning Commission and filed with the appropriate county clerk before the building permit can be issued.

**7. I found out that I need to plat or replat my property, do I need to hire a professional to prepare the plat or is it something that I can do myself?**

In most cases the average citizen does not have the experience or professional certification to prepare a plat by themselves and would be required to hire a professional to do the plat for them. A plat must be signed and sealed by a Registered Surveyor in the State of Texas. In most cases architecture or engineering firms have Registered Surveyors working for them who can prepare the plat.

**8. How do I apply to have a plat approved?**

An application can be obtained from the Planning Department or on the city's web page. The application deadline is the last Wednesday of every month and the case is scheduled for a Planning and Zoning Commission meeting approximately one month after the application deadline date.

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### **9. What happens after I submit a plat application?**

Following the application deadline, the proposed plat is distributed to different city departments for review to determine the plat's compliance with applicable city ordinances.

The city staff then makes a recommendation to the Planning and Zoning Commission who will then approve or deny the plat at its regularly scheduled meeting. If the plat is approved, the applicant must resubmit a revised plat to the Planning Department that conforms with the required modifications, if any, as a part of the Commission's approval. Once staff has determined that the revised plat complies with the conditions of approval by the Commission, the applicant can submit the required number of signed copies for filing to the Planning Department.

After the applicant submits the required number of signed copies, filing fee and tax certificates of the plat, Planning staff will obtain the required city signatures on the plat and then file the plat with the appropriate county clerk.

### **10. After the plat is approved how long do I have to file it before it becomes invalid?**

A plat must be filed with the appropriate county clerk within twelve (12) months after approval by the Planning and Zoning Commission. After that time, the applicant must submit an application to the Planning Department to get their plat re-approved.