

**ARTICLE III.  
PROCEDURES FOR PLAT APPROVAL**

**SECTION A. PROCEDURE.**

1. The applicant shall submit to the Planning Department a complete plat application packet prepared in the manner prescribed by the Planning and Zoning Commission. Applications for plat approval shall be available in the Planning Department. A complete application shall include the certification of payment of all taxes and fees as prescribed by the City of Carrollton.
2. A plat application shall be considered formally filed with the City when all required material has been submitted to the Planning Department, and the plat has been placed on a printed Planning and Zoning Commission agenda, posted in conformance with all legal requirements. The Planning & Zoning Commission shall act on the plat within thirty (30) days after the plat is formally filed with the City or within thirty (30) days after referral by the City Manager or Designee as allowed by state law to the Planning & Zoning Commission. The plat shall be considered approved if it is not disapproved by the Planning & Zoning Commission within such thirty (30) day period. *(Ord. No. 1948, 10/19/93; Ord. No. 3301, 06/02/09)*
3. The Planning Department shall review all plat applications in conjunction with other city departments and utility companies for compliance with this ordinance and other applicable city codes and regulations.
4. If a plat is approved through administrative action or by the Planning & Zoning Commission, the corrected and signed plat shall be submitted to the Planning Department with the appropriate number and format of electronic and paper copies as required by the Planning Department, for recording with the appropriate county clerk. The plat shall be filed before vertical construction begins on the property. *(Ord. No. 3944, 01/14/20)*
5. Any person or persons, jointly or severally, aggrieved by any platting decision of the Planning & Zoning Commission, may present to a District Court in the applicable county, a petition for writ of certiorari, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the Court within ten (10) days after the final decision of the Planning & Zoning Commission.

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