

**ARTICLE IV.
ADMINISTRATIVE PLAT**

SECTION A. PURPOSE.

The purpose of the administrative plat is to allow approval of a minor plat through administrative action in certain circumstances without review and approval by the Planning and Zoning Commission.

SECTION B. GENERAL PROVISIONS.

1. AUTHORITY:

Under Section 212.0065 of the Texas Local Government Code, authority is hereby delegated to the City Manager or their Designee to approve an Administrative Plat only where:
(Ord. No. 3944, 01/14/20); (Ord. No. 4260, 05/20/25)

- a. The Administrative Plat includes four (4) or fewer lots; and
- b. The total area covered by the Administrative Plat does not exceed forty (40) acres; and
- c. Every lot created by the Administrative Plat has frontage on an existing paved street; and
- d. Every lot within the Administrative Plat can be established without the need for the creation of a new street or extension of municipal facilities; and
- e. The area covered by the Administrative Plat does not constitute a portion or a phase of an approved Preliminary Plat; and
- f. Each lot created by the Administrative Plat is in accordance with all requirements of the applicable zoning district, and with the requirements of this ordinance. The City Manager or their designee shall not have authority to grant any variance to the requirements of this ordinance; and *(Ord. No. 4260, 05/20/25)*
- g. Dedication of street or alley right-of-way, if applicable, occurs in accordance with the Transportation Plan and General Design Standards of the City of Carrollton.

2. PROCEDURE:

Formal application for Administrative Plat approval shall be made by the subdivider to the Planning Department in the manner prescribed by the Planning and Zoning Commission. An application for approval of an Administrative Plat will be placed on the Development Review Committee agenda, in accordance with established deadlines set for all development cases. The City Manager or their Designee shall make the decision to approve or not approve the Administrative Plat only after the Development Review Committee has reviewed the application, and within thirty (30) days of submittal of an application. *(Ord. No. 4260, 05/20/25)*

The City Manager or their Designee may, for any reason, elect to present an Administrative Plat to the Planning and Zoning Commission for action. Any Administrative Plat which the City Manager or their Designee refuses to approve shall be presented to the Planning and Zoning Commission, within thirty (30) days of such refusal, for action. Any Administrative Plat which is presented to the Planning and Zoning Commission shall be processed in accordance with the procedures set forth in Article III. of this Ordinance. (Ord. No. 4260, 05/20/25)

The City Manager or their designee shall have no authority to grant a waiver or variance to this ordinance in approving an Administrative Plat. Any request for a waiver or variance to this ordinance shall be considered by the Planning and Zoning Commission in accordance with Article XII. of this ordinance. (Ord. No. 4260, 05/20/25)

3. VALIDITY:

An administrative plat shall be filed for record with the appropriate county clerk before vertical construction begins on the property. (Ord. No. 3944, 01/14/20)

4. CONTENT:

An administrative plat shall contain all information required for a final plat, as prescribed by Article VI of this ordinance, provided, however, that the signature block and signature of the chairman of the Planning and Zoning Commission shall not be required. The following signature block shall appear on the administrative plat:

CITY SIGNATURE BLOCK

On the _____ day of _____, 20____, this administrative plat was approved by the City Manager, the Director of Development Services, or other City Manager Designee.

Signed: _____

Attest: _____

City Secretary

Title: _____

(Ord. No. 3843, 12/05/17)

Copies of the final paving and utility plans, as applicable, shall be submitted to the City Engineer in the same manner as prescribed by this ordinance for final plats.