

**ARTICLE VI.
FINAL PLAT**

SECTION A. PURPOSE.

The purpose of the final plat is to allow the Planning and Zoning Commission to review the overall platting of the tract and street patterns within the addition for compliance with this ordinance, and for compliance with an approved preliminary plat, if applicable.

SECTION B. GENERAL PROVISIONS.

1. FINAL PLAT REQUIRED:

- a. A final plat is required for the creation of a legal lot of record.
- b. If so desired by the developer, the final plat may constitute only that portion of the approved preliminary plat which he or she proposes to record and then develop. Provided, however, that such portion conforms to all requirements of these regulations.

On a tract of land containing less than forty (40) acres and which has frontage on one (1) or more arterial or collector thoroughfares, as designated on the Transportation Plan, all of such property under the same ownership shall be included in a final plat of the tract. Such tract shall not be part of a phased platting strategy whereby a portion of the tract is included in a final plat and the remainder of the tract is included in a preliminary plat.

- c. No final plat, for which a preliminary plat was required, shall be acted on by the Planning and Zoning Commission until a preliminary plat conforming to all Planning and Zoning Commission stipulations has been submitted to the Planning Director.

2. PROCEDURE:

Formal application for final plat approval shall be made by the subdivider in the manner prescribed by the Planning and Zoning Commission. An application for final plat approval shall be processed and considered in accordance with Article III. of this ordinance.

The final plat shall be in accordance with the approved preliminary plat. Provided, however, that the Planning and Zoning Commission may authorize minor adjustments to street and alley alignments, length, and lot lines where the Commission determines such adjustments are consistent with the intent and general layout of the approved preliminary plat. Where the final plat deviates from the approved preliminary plat to the extent that the Commission finds such deviation to be significant and not consistent with the intent and general layout of the approved preliminary plat, such final plat shall not be approved until it reflects the originally approved preliminary plat, or a new preliminary plat has been approved in accordance with Article V. of

this ordinance.

Procedural requirements for combining conveyance plats and Final Plats on the same instrument are provided in Article VIII. Miscellaneous Plats And Abandonments, Section E of this Ordinance. (*Ord. No. 4305, 04/07/26*)

3. VALIDITY:

A Final Plat is valid after it is approved by the Planning & Zoning Commission. It shall be the applicant's responsibility to submit all required copies of the plat to the City of Carrollton in order to acquire city signatures, and to file the plat. (*Ord. No. 3944, 01/14/20*)

4. CONTENT:

The plat shall include the following items:

- a. The final plat and accompanying data shall conform to the preliminary plat, if applicable, as approved by the Planning and Zoning Commission, incorporating any and all changes, additions, modifications, alterations, and corrections stipulated by the Planning and Zoning Commission.
- b. The final plat shall contain all of the features required for preliminary plats in Article V. of this ordinance and shall bear the seal of a registered Texas surveyor. Topographic contours, identification of physical features and wooded areas shall not be required on a final plat.
- c. Engineering plans prepared by an engineer registered in the state of Texas shall be required when property is platted for the purpose of immediate development. Engineering plans shall include grading and drainage plans, water and sewer plans, and other plans as required by the City Manager or Designee. The engineering plans shall obtain approval by the City Manager or Designee prior to filing the plat with the appropriate county clerk.
- d. In addition to the various requirements for the preliminary plat, the final plat shall also include the following:

1. EXISTING FEATURES:

- a. The exact location, dimension, name and description of all existing or recorded streets, alleys, reservations, easements or public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, or located in close proximity to the site, with accurate dimensions, bearings or deflecting angles and radii, area and central angle, chord bearing and distance, tangent distance and length of all curves, where appropriate.

2. PROPOSED FEATURES:
 - a. The exact location, dimensions, description and names of all proposed streets, alleys, common areas, parks, public areas, playgrounds or other similar uses, reservations, easements or rights-of-way, blocks, lots and significant sites within the subdivision, with accurate dimensions, bearing or deflecting angles and radii, area and central angles, chord bearing and distance, tangent distance and length of all curves where appropriate.
 - b. The surveyor of record for the plat shall submit, with the initial Plat submittal, full calculations for the closure of the tract, showing the bearings and distances as shown on the Final Plat, the computed acreage and square footage for the site and closure information for the site. Closure tolerances shall be in accordance with state statutes, but in no case less than 1:25,000. These calculations shall be signed and sealed by the surveyor of record for the plat. *(Ord. No. 3271, 01/01/09); (Ord. No. 3301, 06/02/09)*
3. All dimensions and bearings along the lines of each lot shall be shown. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in the following manner:

CURVE TABLE

CURVE NUMBER	DELTA ANGLE	RADIUS FOR OUTER PROPERTY LINE	RADIUS FOR CENTER LINE	RADIUS FOR INNER PROPERTY LINE	TANGENT LENGTH	ARCH LENGTH	CHORD DISTANCE	CHORD BEARING
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4. The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least two (2) recognized land corners shall be shown. If adjacent property is not platted, note "NOT PLATTED" and the owner's name.
5. Location/vicinity map. (Use a single line drawing. Do not use website maps.) *(Ord. No. 4260, 05/20/25)*
6. All approved street names shall be shown.
7. All abstract lines shall be shown and labeled.
8. The location and dimension of any easement, designated by use, adjoining or abutting the subdivision.
9. Description of the subdivision by metes and bounds shall be shown.

10. Point of beginning or commencement shall reference an original abstract or existing subdivision property corner. Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referenced.
11. The plat shall show the name of the subdivision, the names, addresses and phone numbers of the owner and engineer or surveyor, scale and location of the subdivision with reference to original land grant or survey, abstract number, and a north arrow depicting true or magnetic north, and noting whether true or magnetic north is used. *(Ord. No. 4260, 05/20/25)*
12. Show the one-hundred-year flood plain limits based on ultimate watershed development, as determined by the City Engineer, or note that such property is not within the flood plain limits, if applicable. Finished floor elevations of two (2) feet above the one-hundred-year flood plain elevation shall be shown on the plat, where applicable.
13. Location and description of monuments, which shall be placed at each corner of the boundary survey of the subdivision, shall be shown as described in Article XI. Sec. C.
14. Lot numbers and block letters shall be shown. Lot numbers shall be sequential and orderly within a designated block. Land subdivided in stages over time shall provide phase numbers or letters.
15. Address numbers shall be placed on the face of the plat, on the assigned lot, as assigned by the Fire Marshal, or their designee. *(Ord. No. 4260, 05/20/25)*
16. The square footage of all lots which are not rectangular shall be shown in a table.
17. Certificates of the owner, surveyor, a dedication statement, City signature block and other standard notes shall be placed on the final plat in accordance with Figure 1 (as applicable). *(Ord. No. 4305, 04/07/26)*
18. Homeowners Agreement:

When a subdivision contains common areas, drainage ways, screening walls, retaining walls, or other facilities not located within the public right-of-way nor subject to City maintenance, or if landscaping, sidewalks, or other amenities are provided within the public right-of-way for which a license agreement is required by the City, a homeowners agreement, as evidenced by the covenants identifying the association, shall be placed on the plat. Such homeowner's agreement shall be approved as part of the Preliminary Plat process or during final or replat process. *(Ord. No. 4260, 05/20/25)*

The City Attorney will review the homeowner's agreement as to form.

The following six (6) statements shall appear on the face of the plat and in the homeowners agreement:

- a. The owner of fee simple title to every individual lot of land within the subdivision shall be a member of the homeowner’s association.
- b. The homeowner’s association shall have the authority to collect membership fees.
- c. The homeowner’s association shall be responsible for the maintenance of all common areas, screening walls, and retaining walls. *(Ord. No. 4260, 05/20/25)*
- d. The homeowner’s association shall grant the City the right of access to common areas to abate any nuisances thereon, and attach a lien for the prorated cost of abatement upon each individual lot
- e. The homeowner’s association shall indemnify and hold the City harmless from any and all costs, expenses, suits, demands, liabilities, damages, or otherwise including attorney's fees and costs of suit, in connection with the City's maintenance of common areas.
- f. The homeowner’s association shall enter into a license agreement with the City of Carrollton, where additional right-of-way has been dedicated for the purpose of providing landscaping, additional areas for sidewalks, walls, or other amenities, and shall be responsible for the installation and maintenance of all landscape areas that are in the public right-of-way. *(Ord. No. 2029, 10/18/94)*

19. Homeowner’s association note, if required by Preliminary, Final or Replat approval:

A homeowner’s association covenant has been approved by the City of Carrollton and recorded in ____ (volume and page) ____ . Such homeowner’s association shall be responsible for the maintenance of all common areas and facilities and screening walls, including retaining walls located in ____ (lot and block number of common area) ____, or public right-of-way where a license agreement with the City of Carrollton is required, or otherwise identified on the plat.
(Ord. No. 2029, 10/18/94); (Ord. No. 4260, 05/20/25)

20. The title block shall be located on the lower right or left corner and contain the following content and chronological order below:

CITY PROJECT CASE NUMBER
 PLAT TYPE
 SUBDIVISION NAME
 BLOCK LETTER OR NUMBER, AND LOT NUMBERS
 ACREAGE AND SQUARE FOOTAGE
 TRACT DESIGNATION, SURVEY NAME AND ABSTRACT NUMBER
 TOTAL NUMBER OF LOTS
 CITY, COUNTY AND STATE

PREPARATION DATE AND REVISION DATES
(Ord. No. 4260, 05/20/25)

21. The following shall be placed prominently on the face of the plat:

STANDARD NOTES

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.
(Ord. No. 3271, 01/01/09)

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.

CITY SIGNATURE BLOCK

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

Signed: _____ Attest: _____
Chairman City Secretary
Planning and Zoning Commission

Signed: _____
Director of Development Services
(or their designee)

SURVEYOR CERTIFICATE

STATE OF TEXAS

I, (Engineer/Surveyor's printed name)_, 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.
(Ord. No. 3271, 01/01/09)

Engineer/Surveyor's Signature

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. 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 ON 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. *(Ord. No. 4260, 05/20/25)*

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)

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 Signature

Notary Stamp:

The following statement shall be included when detention is required:

DETENTION AND DRAINAGE EASEMENT

**THE STATE OF TEXAS §
COUNTY OF _____ §
CITY OF CARROLLTON §**

KNOW ALL MEN BY THESE PRESENTS:

This plat is hereby adopted by the Owners and approved by the City of Carrollton (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The portion of block _____, as shown on the plat is called "Drainage and Detention Easement." The Drainage and Detention Easement within the limits of this addition, will remain open at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Drainage and Detention Easement. The City will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence or any other structure within the Drainage and Detention Easement, as hereinabove defined, unless approved by the City Engineer. Provided, however, it is understood that in the event it becomes necessary for the City to erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by drainage in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the Drainage and Detention Easement at any point, or points, to investigate, survey or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Drainage and Detention Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. Should the property owner not maintain the detention pond, the City may perform the work and assess the property for the cost of the work and if not paid attach a lien on all property in the subdivision. The natural drainage through the Drainage and Detention Easement is subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena or resulting from the failure of any structure or structures, within the Easement."

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

RESERVED FOR FUTURE USE