

**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 the Planning Department has checked and verified that the plat is complete and compliant with all requirements. If the plat is incomplete or does not comply with all requirements, it shall be deemed not to have been submitted or filed until any and all deficiencies are corrected. The City Manager or Designee shall provide the applicant with written confirmation of their determination, which shall provide the official date of filing and specify the meeting of the Planning and Zoning Commission scheduled for review of the plat. The plat shall then be placed on a printed Planning and Zoning Commission agenda and 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, unless the applicant submits a written request for a thirty (30) day extension. If the applicant does not submit a written request for a thirty (30) day extension, 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; Ord. No. 4260, 05/20/25)*
3. The Planning Department shall review all plat applications in conjunction with other city departments for compliance with this ordinance and other applicable city codes and regulations. *(Ord. No. 4305, 04/07/26)*
4. Following approval of a plat through administrative action or by the Planning & Zoning Commission, and prior to obtaining plat signatures, the applicant shall submit a blackline digital copy of the plat addressing all conditions, stipulations, and corrections required by the Planning & Zoning Commission to City staff. *(Ord. No. 4305 04/07/26)*
 - a. Installation of utilities prior to plat recordation shall be required. The City Manager or designee may approve an exception to the installation of utilities prior to plat recordation when such installation is not necessary for immediate development.
 - b. The blackline digital copy shall be reviewed by City staff to verify compliance with all approval conditions.

- c. Upon staff confirmation that all stipulations have been satisfactorily addressed, the applicant shall obtain all of the following:
 - i. The applicant shall provide letters from Atmos Energy, Oncor Electric Delivery Company LLC, CoServ Electric, and CoServ Gas, as applicable, confirming that the utility providers have no objection to the plat and that no existing facilities or interests conflict with its recordation with the appropriate county.
 - ii. All required signatures from other applicable entities, excluding City signatures.
 - d. The applicant shall submit the fully signed plat copies, excluding City signatures, along with all required utility letters to the Planning Department prior to City execution of the plat.
5. After all required utility letters and non-City signatures have been obtained, the plat and utility letters 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. 4305, 04/07/26*)
 6. 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.