

PLATTING

GENERAL INFORMATION

Application submissions are accepted by the Planning Department on or before the last Wednesday of the month. The applicant should consult with the Planning Department to discuss the feasibility of the request and any additional requirements.

Platting is the process by which land is subdivided. The plat review process is intended to determine if the subdivision layout is in compliance with the City of Carrollton's development standards by providing adequate street and alley rights-of-way, utility easements, and other necessary items to serve the proposed development. To ensure that the plat meets all of the requirements of the Subdivision Ordinance, consult with the Planning Department prior to preparing the submission.

A *Final Plat* or an *Administrative Plat* is required for the creation of a legal lot of record. An Administrative Plat allows approval of a minor plat through administrative action in certain circumstances without review and approval of the Planning and Zoning Commission and as authorized under Section 212.0065 of the Texas Local Government Code.

A *Replat* applies to previously platted property and is required to alter or create new lot lines, remove platted building lines, remove fire lanes or remove easements from a recorded plat. State law requires that a public hearing be held for the consideration of a replat. Replats of single-family or duplex zoned property also require notification of all property owners in the original subdivision within 200 feet of the replat.

An *Amending Plat* is required to correct minor errors, as defined by state law, on a previously approved and filed plat.

A plat may be *vacated* at any time before any lot is sold. However, if any of the lots within the subdivision have been sold, all owners of lots within such subdivision must sign the vacation plat if the entire plat or any part of the plat is to be vacated.

The platting process requires approximately 30 days to be completed from the date of application submission and requires approval from the Planning and Zoning Commission, with the exception of Administrative Plats, which are approved at staff level.

APPLICATION AND APPROVAL PROCESS:

- 1. Application The applicant must submit the completed application form, the application fee, and the correct number of bluelines and Stat of the property being platted to the Planning Department. Mylar, acetate film or photocopies will not be accepted. Prior to the processing of an application, any delinquent property taxes must be paid.
- 2. **Staff Review** The proposed plat is distributed to city departments for review to determine the plat's compliance with the applicable city standards. After review, the city staff will make recommendations to the Planning and Zoning Commission based upon the plat's compliance with the applicable city standards.
- 3. *Planning and Zoning Commission* The Planning and Zoning Commission meets on the 1st Thursday of each month. The Commission may either approve the plat, with or without the staff recommendations, or deny the plat if it fails to comply with city standards. If the plat is approved, one blueline copy of the plat, complying with any modifications required by the Planning and Zoning Commission, must be submitted for review to the Planning Department. If the plat complies with the requirements of the Commission's approval, the applicant should submit the required number of signed copies to the Planning Department.
- 4. *Filing of the Plat* The Planning Department will review the signed copies and forward them for signatures of the Chairman of the Planning and Zoning Commission, the Director of Development Services and the City Secretary. Upon receipt of the appropriate county recording fee, tax certificates, and an approved digital file of the plat, city staff will file the plat with the appropriate county clerk. The plat must be filed with the county clerk within twelve (12) months of the Commission's approval, or the approved plat becomes invalid and must be re-approved before the plat can be filed.

Submit Application

Staff Review

P & Z Commission Approval

File Plat

Applicable to Administrative Plats

- 1. Application The applicant must submit the completed application form, the application fee, and the correct number of bluelines and Stat of the property being platted to the Planning Department. Mylar, acetate film and photocopies will not be accepted. Prior to the processing of an application, any delinquent property taxes must be paid.
- 2. **Staff Review** The proposed Administrative Plat is distributed to city departments for review to determine the plat's compliance with the applicable city standards. After review, the city staff will provide the applicant a list of modifications, if any, necessary for the plat to comply with city standards.
- 3. **Director of Development Services Approval** One blueline copy of the Administrative Plat, with any modifications required to comply with city standards, must be submitted for review to the Planning Department. If the Administrative Plat complies with the required standards, the applicant should submit the required number of signed copies to the Planning Department.

The Planning Department will review the signed copies and forward them to the Director of Development Services for his signature.

4. *Filing of the Plat* - Upon receipt of the filing fee for the appropriate county, tax certificates, and an approved digital file of the plat, city staff will file the Administrative Plat with the appropriate county clerk. The plat must be filed within twelve (12) months of the Director's signature, or the approved plat becomes invalid and must be re-approved before the plat can be filed.

Submit Application

Staff Review

Director of Development Services Approval

File Plat

Applicable to Preliminary Plats

- 1. **Application** The applicant must submit the completed application form, the application fee, and the correct number of bluelines and Stat of the property being platted to the Planning Department. **Mylar, acetate film and photocopies will not be accepted. Prior to the processing of an application, any delinquent property taxes must be paid.**
- 2. **Staff Review** The proposed Preliminary Plat is distributed to city departments for review to determine the plat's compliance with the applicable city standards. After review, the city staff will make recommendations to the Planning and Zoning Commission based upon the plat's compliance with the applicable city standards.
- 3. *Planning and Zoning Commission* The Planning and Zoning Commission meets on the 1st Thursday of each month. The Commission may either approve the Preliminary Plat, with or without the staff recommendations, or deny the plat if it fails to comply with city standards. If the Preliminary Plat is approved, a blueline copy of the plat complying with any modifications required by the Planning and Zoning Commission must be submitted to the Planning Department. Approval of a Preliminary Plat is valid for twelve (12) months, or the approved Preliminary Plat becomes invalid and must be re-approved.
- 4. *Submission of the Preliminary Plat* After the Planning and Zoning Commission approves the Preliminary Plat and the applicant submits the approved plat to the Planning Department, the applicant can submit an application for approval of a Final Plat.

Submit Application

Staff Review

P & Z Commission Approval

Submit Final Plat



PLAT CHECKLIST

(Updated: December 17, 2012)

THIS CHECKLIST WILL BE USED TO REVIEW YOUR SUBMITTAL.

THE FOLLOWING INFORMATION IS REQUIRED ON ALL PLAT SUBMISSIONS. FOR ADDITIONAL REQUIREMENTS FOR PRELIMINARY, FINAL, ADMINISTRATIVE, AMENDING PLATS AND REPLATS, PLEASE REFERENCE THE APPROPRIATE PAGES AND THE COMPREHENSIVE SUBDIVISION ORDINANCE.

FORMAT

- A. North arrow.
- B. A notation of the **scale**, which must be an engineering scale.
- C. A bar or graphic scale.
- D. A **location map** with the subject site clearly indicated.
- E. A **legend** for any graphic symbols used.
- F. **Date of preparation** and subsequent revisions.
- G. The plat must be **drawn to a scale** at which all details of the drawing are legible after the drawing has been reduced to an $8 \frac{1}{2}$ " x 11" format.

TITLE BLOCK

- A. The **name** of the proposed project.
- B. The words "Preliminary Plat", "Final Plat", "Replat", etc., as applicable.
- C. The **county** or counties in which the plat is located.
- D. The name, address, and telephone number of the **property owner**.
- E. The name, company, company address and telephone number of the **engineer and/or licensed surveyor** who prepared the plat.
- F. The city **file number** for the case (assigned by city staff).
- G. A 3 inch by 3 inch blank square in the lower right hand corner of the plat for use by the county during the filing process.

SITE INFORMATION

- A. Property Description
 - 1. Acreage of tract;
 - 2. Boundary of tract; and
 - 3. Bearings and distances around the perimeter of the tract, with the point of commencing and/or beginning referenced from an existing street intersection.
- B. **Location and width** of all existing and proposed internal streets, alleys, rights-of-way, and easements; include volume and page number if existing.
- C. **Adjacent subdivisions**, showing alleys, streets, easements, adjacent lot lines, and subdivision name. If the **adjacent property is unplatted**, show property lines and current owner(s), and note "Not Platted".
- D. Proposed **lot lines** and approximate **square footage** of all lots which are not rectangular shaped.
- E. For **irregular or pie-shaped lots**, or any lots on an "eyebrow", cul-de-sac, or curved portion of a street in a residential subdivision, a **building envelope** for a structure meeting the minimum floor area requirements of the applicable zoning district must be shown.
- F. The hundred block **address designation** for all existing and proposed streets.
- G. County and/or school district boundary lines crossing the property.
- H. Sites, if any, to be reserved or dedicated for parks, playgrounds, floodways, or any other **public** uses.
- I. **Net and gross acreage** for each tract when flood plains or street or utility rights-of-way dedications are involved.
- J. **Finish floor elevations** for lots in and near flood plain and floodway areas.
- K. **Acreage** of square footage of **rights-of-way dedications**. (Reference Subdivision Ordinance and Thoroughfare Plan for right-of-way dedication requirements)
- L. Courses referenced by notation upon the survey plat to an identifiable line for directional control.

SUPPLEMENTAL CHECKLISTS

(PRELIMINARY, FINAL, ADMINISTRATIVE, AMENDING PLATS AND REPLATS)

PRELIMINARY PLAT

- A. **Topographic lines** with contour intervals of two (2) feet.
- B. Flood plains, floodways, stream courses, or other water features.
- C. The outline of **wooded areas** and the location of **individual trees** 18" in diameter or larger shall be shown for properties dedicated for public purposes.

FINAL PLAT, ADMINISTRATIVE PLAT, AND REPLAT

- A. **Metes and bounds** description of the perimeter of the property.
- B. Label a **place of beginning** on the survey that accurately corresponds to the metes and bounds description.
- C. Label the **point of commencement** whenever such is described in the metes and bounds description.
- D. Plat must be of a **second order traverse closure** with a closure error of 1/20,000 or greater.
- E. **Dimensioned lot arrangements** and bearings.
- F. A table listing the **square-footage** of all non-rectangular lots.
- G. For lots with a "zero" or reduced side yard setback, place a blackened arrowhead on the property line having the "zero" or reduced side yard setback.
- H. Approved city **dedication statement**.
- I. Approved **owner's certificate** with all applicable signatures.
- J. The **printed names and signatures** of the notary public, all property owners, the surveyor, and the engineer.
- K. Utility Certificate.
- L. All required **mutual access easements** to be dedicated. Include data table for easement curves, bearings, etc. (Consult with the Transportation Department prior to filing a formal application).
- M. The approved **mutual access agreement** to be filed with the county. (The volume and page number must be clearly indicated on the plat if filed as a separate instrument.)
- N. When a corner or smaller lot is being created out of a larger tract of land, the dedication of right-of-way along the perimeter of the larger tract may be required as a condition of approval of the plat. In most cases, the dedication and filing of a mutual access agreement from the lot through the larger tract to a point adjacent to the next median opening will also be required.

FINAL PLAT, ADMINISTRATIVE PLAT, AND REPLAT (cont.)

- O. **Joint parking agreements** with the volume and page number of the city approved joint parking agreement as filed with the county.
- P. **Final engineering drawings** showing the following must be submitted (unless the project is developed) to the Engineering Department.
 - 1. Sewer mains;
 - 2. Water mains:
 - 3. Location and size of all water courses, ravines, bridges, and culverts;
 - 4. Other underground structures;
 - 5. Drainage areas, or areas draining into the tract; and
 - 6. Street paving plans.
- Q. The "X," "Y" and "Z" (elevation) coordinates (NAD 83 Texas State Plane Coordinate System, North Central Texas FIPS 4202 (feet) must be labeled for at least 2 of the perimeter markers. (Effective April 1, 2003.)

REPLAT - ADDITIONAL INFORMATION

- A. **Original plat information** (lots, blocks, etc.) shown lightly sketched or dotted on the replat.
- B. **New lot numbers**, designated by an "R" (i.e. Lot 1R).
- C. Additional title block information
 - 1. **Name of previous plat**, which must remain a prominent part of the new title;
 - 2. Blocks, lots and portions thereof which are **being replatted**;
 - 3. Volume and page number where previous plat was recorded; and
 - 4. Original **city case number** where applicable.

<u>AMENDING PLAT - ADDITIONAL INFORMATION</u>

- A. Identify what **elements** are **being amended**.
- B. Graphically **identify the area being amended** by a "bubble" on the plat.

STANDARD NOTES

The following notes must be added to all final plats, administrative plats, and replats unless the Comprehensive Zoning Ordinance or the Planning and Zoning Commission specifically *does not* require them:

A. 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.

VISIBILITY NOTE

A. Intersection visibility triangles shall have the dimensions specified in Section 53.40 et seq. of the Carrollton Code of Ordinances.

SURVEYOR CERTIFICATE

STATE OF TEXAS	
hereby certify that I have prepared this plat and that the corner monuments shown th	yor's printed name), Registered Public Surveyor, from an actual on-the-ground survey of the land ereon were properly placed under my personal grules and regulations of the City of Carrollton,
	Engineer/Surveyor's Signature
NOTARY C	ERTIFICATE
STATE OF	
COUNTY OF	
on this day personally appeared person whose name is subscribed to the for	tary Public in and for the said County and State,, known to me to be the regoing instrument and acknowledged to me that and considerations therein expressed and in the ed therein stated.
Given under my hand and seal of office, this	day of, 20
No	tary Signature
Notary Stamp:	
	TURE BLOCK E EXCEPTION OF ADMINISTRATIVE PLATS) g Department will obtain these signatures:
On the day of, 20 and Zoning Commission of the City of Carro	, this plat was duly approved by the Planning ollton.
Signed:Chairman Planning and Zoning Commission Signed:	Attest: City Secretary
Planning Department	

CITY SIGNATURE BLOCK

(APPLICABLE TO AN ADMINISTRATIVE PLAT)

Place the fe signatures:	ollowing on the administrative p	olat. The Planning Department will obtain these
On theapproved b	day of y the City Manager or Designee.	_, 20, this administrative plat was duly
Signed:		Attest:
C	ity Manager or Designee	City Secretary
		TURE BLOCK PRELIMINARY PLAT)
Place the f signatures:	following on the preliminary pla	at. The Planning Department will obtain these
On the by the Plan	day of, Z	20, this preliminary plat was duly approved the City of Carrollton.
	anning Department	_
Signed:		_
C	hairman anning and Zoning Commission	
	UTILITY C	ERTIFICATE
	· •	ignatures from utility companies who have required the Planning Department reviews the corrected plat.
THIS PLA DEVELOP		THE REQUIRED EASEMENTS FOR THIS
ATMO	S GAS	NAME/TITLE
ONCOR	E ELECTRIC DELIVERY	NAME/TITLE
	RV ELECTRIC n County plats only)	NAME/TITLE

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, said use by public utilities being subordinate to the public's and City of Carrollton's use thereof. 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 or 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.

(<u>Owner's Name</u>) 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.

WITNESS MY HAND THIS DAY OF	, 20 <u> </u>			
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)				

UTILITY SIGNATURES

For utility signatures, please contact the following individuals:

COSERV Gladys Stokes

7701 S. Stemmons Fwy. Corinth, TX 75065 940-321-7844, Ext. 7614

• Call ahead for an appointment

ONCOR ELECTRIC DELIVERY COMPANY

Randy McKee 1015 Hutton Dr. Carrollton TX 75006 972-323-8915

or

Jodie Smith 14400 Josey Ln.

Farmers Branch, TX 75234

972-888-1317

ATMOS GAS

Richard Johnson Project Manager Atmos Energy 972-360-4428 Office 214-673-1324 Cell

richard.johnson@atmosenergy.com

• Call first to schedule signing of plats.

FILING PROCEDURES FOR APPROVED PLATS

Please obtain the following signatures before submitting the final Mylar and blueline/blackline copies to the Planning Department:

- Property Owner
- Surveyor/Engineer (with seal)
- Applicable Utility Companies

The Planning Department will obtain the following signatures:

- Director of Development Services
- City Secretary
- Chairman of the Planning and Zoning Commission

The Planning Department will file the corrected and signed plat with the appropriate county if returned within twelve (12) months of the Planning and Zoning Commission approval date. If the plat is not filed within twelve (12) months of the approval date, reapproval of the plat will be required in order to file it. Once a plat is ready to be filed, submit a check payable to the City of Carrollton for the applicable recording fee along with the required number of signed copies to the Planning Department. If you desire to have a Mylar or blackline/blueline with original signatures, add these copies to the number listed below:

A digital file (compatible with AutoCAD 2004) of the final approved plat drawn to NAD 83 US Survey feet NCT State Plane Lord. System must also be submitted to the Planning Department along with the copies for filing with the appropriate county clerk.

DALLAS COUNTY: \$50.00 for the first page of a plat, \$25.00 each for any additional page of the plat. **Note:** The County keeps two (2) 24" x 36" blacklines and the City keeps all other copies. <u>Please make checks payable to the City of Carrollton</u>. <u>Each tax certificate is \$4.00 per page</u> (any print on the back of a page is considered a page).

Four (4) copies with **original signatures and seals**:

4 - 24" x 36" blacklines

DENTON COUNTY: FEE FOR FILING A PLAT:

\$50.00 per page (for example: If the plat covers one page, the fee is \$50.00. If the plat covers two pages, the 2nd page is an additional \$50.00, totaling \$100.00 to file the plat, etc.) There is no additional charge for tax certificates. The first two sets of plat certificates do not have an additional charge. However, if you need stamped copies of the plat for your records, the fee is 25 cents per page. Please make checks payable to the City of Carrollton.

FEE FOR ADDITIONAL FILINGS:

For any additional documents such as restrictions or covenants, etc. the filing fee is: \$11.00 for the first page, \$4.00 for each additional page (any print on the back of a page is considered a page).

Three (3) copies with **original signatures and seals**:

3 - 24" x 36" blacklines

<u>DALLAS AND DENTON COUNTY</u>: Dallas fee: \$50.00 for the first page, \$25.00 for each additional page of the plat plus Denton County Filing Fee \$50.00 per page. <u>Please make checks payable to the City</u> of Carrollton.

Five (5) copies with **original signatures and seals**:

5 - 24" x 36" blacklines

COLLIN COUNTY: \$21 for the first page and \$10 per additional page of the plat plus \$2 per tax certificate plus \$1 per each copy over five copies. **Note:** The County keeps one Mylar copy and the city keeps all other copies.

1 Mylar copy with **original signatures and seals**:

1 - 24" x 36" Mylar

2 - 24" x 36" blacklines

Filing a plat on your own:

Only in unusual circumstances will the applicant be allowed to file the plat. Any request to file a plat by the applicant must be approved by the Planning Department. Call the appropriate county if you have questions regarding their filing procedures: Dallas County (214) 653-7275, Denton County (940) 320-4808, Collin County (972) 424-1460 ext. 4134.

After filing the plat, return the following copies, with **original signatures and seals** to the Planning Department: (Note: These are in addition to those required by the county.)

2 - 24" x 36" blacklines

Note: When filing in Dallas, have returnable copy sent to: City of Carrollton

Planning

1945 E. Jackson Road Carrollton, TX 75006

Access Easement Requirements:

If a separate instrument needs to be filed with the county in advance of filing the plat in order to properly record an access easement on a property, the following fees will be required:

Dallas County - \$16 for the first page of the instrument, \$4 for each additional page.

Denton County - \$16 for the first page of the instrument, \$4 for each additional page.

Collin County - \$16 for the first page of the instrument, \$4 for each additional page.

If a second page to the plat needs to be filed to record the easement, the plat filing fee for an additional page will apply:

Dallas County - \$25.00 Denton County - \$43.00 Collin County - \$10.00

TAX CERTIFICATE CONTACTS

Effective September 1, 1999, State Law requires that an original tax certificate from **EACH** taxing entity (city, county, school district and special taxing entity where applicable) with jurisdiction over that property be provided before a plat can be filed with the county. In most cases it takes 1 to 3 working days to obtain the tax certificates.

*Please note that effective August 1, 2003 all city tax certificates must be obtained at the Dallas County Records Building. Even if your property is located in Denton or Collin County you must go to the Dallas Records Building for the city tax certificate.

<u>CITY</u> :	SCHOOL DISTRICTS:

CarrolltonVic PetersC/FB ISDAnna BradyCost: \$10.00Dallas CountyCost: \$10.00C/FB ISD Adm.

Records Building (1st Floor) 1445 N. Perry Rd. 500 Elm St. Carrollton, TX 75006 Dallas, TX 75202 (972) 968-6171

Dallas, TX 75202 (214) 653-6505

COUNTIES: Coppell ISD Debbie Standridge

Cost: \$10.00 Coppell ISD

DallasSonja Harrison200 S. Denton TapCost: \$10.00Records Building (1st Floor)Coppell, TX 75019500 Elm St.(972) 393-3009

500 Elm St. Dallas, TX 75202 (214) 653-7811

(214) 653-7811 **Dallas ISD** Venita Bell Cost \$10.00 City of Dallas Tax Dept

Denton Stacy Dvoracek Suite 2C South
Cost: \$10.00 Denton County Clerks Office Dallas, TX 75201

Cost: \$10.00 Denton County Clerks Office Dallas, TX 75201

Have Acct # ready Denton, TX 76201

Cost: \$10.00 Denton County Clerks Office Dallas, TX 75201

(214) 670-3398

(940) 565-8655 Lewisville ISD Stacy Dvoracek

Cost: \$10.00 Denton County Clerks Have Acct. # ready 1505 E. McKinney

Collin Property Tax Office Denton, TX 76201

Cost: \$10.00 1434 N Central Expwy, Ste 116 (940) 565-8655 McKinney, TX 75070

> (972) 424-1460 **Plano ISD** Vicki Arismendez Cost: \$10.00 1434 N. Central Expwy

McKinney, TX 75070 (972) 424-1460

SPECIAL TAXING ENTITIES:

Valwood Improvement Authority Sonja Dodds

Cost: \$10.00 1430 Valwood Pkwy.

Always call before coming Suite 160

Carrollton, TX 75006 (972) 484-9863