



## PLATTING

### GENERAL INFORMATION

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. To ensure that the plat meets all of the requirements of the Subdivision Ordinance, consult with the Planning Department prior to preparing the submission.

The platting process requires approximately 45 days to be completed from the date of application submission and requires approval from the Planning & Zoning Commission, with the exception of Administrative Plats, which can be approved at staff level.

Applications are accepted by the Planning Department on or before the last Tuesday of each month.

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 & 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 recorded lots. State law requires a public hearing be held. 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 recorded plat.

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

## APPLICATION AND APPROVAL PROCESS:

### FINAL PLATS

1. **Application** - Prior to the processing of an application, any delinquent property taxes must be paid. The applicant must submit the completed application form, application fee, and all other materials as described in the application form or the application is incomplete. **Mylar, acetate film or photocopies will not be accepted.**
2. **Staff Review** - The proposed plat is distributed to City departments for review to determine compliance with City standards. After review, City staff will make recommendations to the Planning & Zoning Commission based upon the plats compliance said standards.
3. **Planning and Zoning Commission** - The Planning & Zoning Commission generally meets the first Thursday each month. The Commission may approve the plat (with or without staff recommendations, or “stipulations”) or deny it if it fails to comply with City standards. If approved with stipulations, a single revised copy of the plat shall be reviewed by staff for compliance with the stipulations. If the revised plat meets all requirements of Commission approval, the required number of fully-signed copies shall be delivered to the Planning Department for City signatures.
4. **City Signatures** - The Planning Department will review the signed copies and forward them for signatures of the Chair of the Planning & Zoning Commission, Director of Development Services and City Secretary. The applicant will generally be responsible for filing the plat with the appropriate county and returning recorded copies to the Planning Department.

**The plat must be filed with the county clerk within twelve months of approval, or the plat becomes invalid and must be re-approved before the plat can be filed.**

Note: building permits will be not issued until the plat has been recorded and copies returned to the Planning Department along with electronic versions in .CAD, .TIF, and .PDF.

*Application ⇒ Staff Review ⇒ P&Z Commission Approval ⇒ Signatures ⇒ File Plat*

## ADMINISTRATIVE PLATS

1. **Application** - Prior to the processing of an application, any delinquent property taxes **must be paid**. The applicant must submit the completed application form, application fee, and all other materials as described in the application form or the application is incomplete. **Mylar, acetate film or photocopies will not be accepted.**
2. **Staff Review** - The proposed Administrative Plat is distributed to City departments for review. After review, City staff will provide a list of any revisions necessary.
3. **Director of Development Services Approval** - One blackline copy of the Administrative Plat, with any revisions required shall be submitted for review to the Planning Department. If the Administrative Plat complies with the required standards, the applicant shall submit the required number of fully-signed copies to the Planning Department.
4. **City Signatures** - The Planning Department will review the signed copies and forward them for signatures of the Director of Development Services and City Secretary. The applicant will generally be responsible for filing the plat with the appropriate county and returning recorded copies to the Planning Department.

**The plat must be filed with the county clerk within twelve months of final approval or the approved plat becomes invalid and must be re-approved before the plat can be filed.**

Note: building permits will not be issued until the plat has been recorded and copies returned to the Planning Department along with electronic versions in .CAD, .TIF, and .PDF.

*Application ⇨ Staff Review ⇨ Director of Development Services Approval ⇨ Signatures ⇨ File Plat*

## PRELIMINARY PLATS

1. **Application** - Prior to the processing of an application, any delinquent property taxes **must be paid**. The applicant must submit the completed application form, application fee, and all other materials as described in the application form or the application is incomplete. **Mylar, acetate film and photocopies will not be accepted.**
2. **Staff Review** - The proposed Preliminary Plat is distributed to City departments for review. After review, City staff will make recommendations to the Planning & Zoning Commission based upon the plats compliance with said standards.
2. **Planning and Zoning Commission** - The Planning & Zoning Commission generally meets on the first Thursday each month. The Commission may approve the Preliminary Plat (with or without staff recommendations, or “stipulations”) or deny it if it fails to comply with City standards. If the Preliminary Plat is approved, a blackline copy of the plat complying with any required revisions shall be submitted to the Planning Department for the signatures of the Chair of the Planning & Zoning Commission and Director of Development Services. The approved and signed Preliminary Plat is then held in the records of the Planning Department.

**Approval of a Preliminary Plat is valid for twelve months.**

4. **Submission of the Subsequent Final Plat** - Upon receiving City signatures the applicant may submit an application for approval of a Final Plat for the subject of the Preliminary Plat.

*Application ⇒ Staff Review ⇒ P&Z Commission Approval ⇒ Signatures ⇒ File Plat with City of Carrollton.*



**PLAT CHECKLIST**  
(Updated: May 25, 2017)

**This Checklist Will Be Used To Review Your Submittal**

The following information is required on all plat applications. For additional requirements for preliminary, final, administrative and amending plats and all replats please see the appropriate pages and the Comprehensive Subdivision Ordinance and Comprehensive Zoning Ordinance.

***FORMAT***

1. North arrow
2. A notation of the scale, which must be an engineering scale
3. A bar or graphic scale
4. A location map with the subject site clearly indicated
5. A legend for any graphic symbols used
6. Date of preparation and subsequent revisions
7. 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 ½" x 11" format

***TITLE BLOCK***

1. The name of the proposed project.
2. The title "Preliminary Plat," "Final Plat," "Replat" etc., as applicable
3. The county or counties in which the site is located
4. The name, address, and telephone number of the property owner
5. The name, company, company address and telephone number of the engineer and/or licensed surveyor who prepared the plat
6. The city file number for the case (assigned by city staff)
7. 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***

1. Property Description
  - Size of the tract in both acres and square feet
  - Narrative metes and bounds description of the boundary of tract
  - Bearings and distances shown around the perimeter of the tract, with the point of commencing and/or beginning referenced from an existing street intersection
2. *A signed and sealed Closure Run Sheet*
3. Location and width of all existing and proposed internal streets, alleys, rights-of-way, and easements; include volume and page number if existing
4. 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"
5. All proposed lot lines, and the size (square footage) of all lots which are not rectangular
6. 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 rectangular building envelope for a structure meeting the minimum floor area requirements of the applicable zoning district must be shown
7. The hundred block address designation for all existing and proposed streets
8. County and/or school district boundary lines crossing the property
9. Any sites to be reserved or dedicated for parks, floodways, or any other public uses
10. Net and gross acreage for each tract when flood plains or street or utility rights-of-way dedications are involved
11. Finished floor elevations for lots in and adjacent to flood plain and floodway areas
12. Size of any right-of-way dedications. (See the Subdivision Ordinance and Thoroughfare Plan for right-of-way dedication requirements)
13. Courses referenced by notation upon the survey plat to an identifiable line for directional control
14. Address numbers shall be placed on the face of the plat, on the assigned lot, as assigned by the Fire Marshal, or his or her designee.

**SUPPLEMENTAL CHECKLISTS  
(PRELIMINARY, FINAL, ADMINISTRATIVE & AMENDING PLATS  
AND ALL REPLATS)**

***FINAL PLAT, ADMINISTRATIVE PLAT, AMENDING PLAT AND REPLAT***

1. Plat must be of a second order traverse closure with a closure error of 1/20,000 or greater.
2. Dimensioned lot arrangements and bearings.
3. A table listing the size in square feet of all non-rectangular lots.
4. 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.
5. Approved Dedication Statement.
6. Approved Owner’s Certificate with all applicable signatures.
7. Approved Utility Certificate
8. The printed names and signatures of the notaries, all property owners, the surveyor, and the engineer.
9. Any easements to be dedicated, including a data table for curves, bearings, etc. (Consult with the Engineering Department before submitting an application). If created by a separate instrument or prior plat, the recorded volume & page number must be shown on the plat.
10. 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.
11. Final engineering drawings showing the following (unless the project is already developed).
  - Sewer mains
  - Water mains
  - Location and size of all water courses, ravines, bridges, and culverts
  - Other underground structures
  - Drainage areas, or areas draining into the tract
  - Street paving plans
12. 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.)

### ***PRELIMINARY PLAT***

1. Topographic lines with contour intervals of two feet.
2. Flood plains, floodways, stream courses, or other water features.
3. The outline of wooded areas and the location of individual trees 18” in diameter or larger shall be shown on properties dedicated for public purposes.

### ***REPLAT - ADDITIONAL INFORMATION***

1. Original plat information (lots, blocks, etc.) shown lightly sketched or dotted on the replat.
2. New lot numbers, designated by an “R” (i.e. Lot 1R).
3. Additional title block information:
  - Name of previous plat, which must remain a prominent part of the new title
  - Blocks, lots and portions thereof which are being replatted
  - Volume and page number where previous plat was recorded
  - Original city case number where applicable
4. The reason or purpose of the replat (e.g. “to combine two lots into one”).

### ***AMENDING PLAT - ADDITIONAL INFORMATION***

1. Identify what elements are being amended.
2. 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 do not require them:*

- 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.
- 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.

## SURVEYOR CERTIFICATE

STATE OF TEXAS

I, \_\_\_\_\_, Registered Public Surveyor, hereby certify that I have  
(Engineer/Surveyor's printed name)

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

**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's Signature

Notary Stamp:

**CITY SIGNATURE BLOCK**

(APPLICABLE TO ALL PLATS, *WITH THE EXCEPTION OF ADMINISTRATIVE PLATS AND AMENDING PLATS*)

*Place the following on the plat. The Planning Department will obtain these signatures:*

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

Signed: \_\_\_\_\_ Attest: \_\_\_\_\_  
Director of Development Services City Secretary

Signed: \_\_\_\_\_  
Chairman  
Planning and Zoning Commission

**CITY SIGNATURE BLOCK**

(APPLICABLE TO AN ADMINISTRATIVE PLAT AND AMENDING PLATS)

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: \_\_\_\_\_

**CITY SIGNATURE BLOCK**

(APPLICABLE TO A PRELIMINARY PLAT)

*Place the following on the preliminary plat. The Planning Department will obtain these signatures:*

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this preliminary plat was duly approved by the Planning and Zoning Commission of the City of Carrollton.

Signed: \_\_\_\_\_  
Director of Development Services

Signed: \_\_\_\_\_  
Chairman  
Planning and Zoning Commission

**UTILITY CERTIFICATE**

It is the applicant's responsibility to obtain signatures from utility companies who have required easements. *Do not obtain these signatures until the Planning Department reviews the corrected plat.*

THIS PLAT CORRECTLY PRESENTS THE REQUIRED EASEMENTS FOR THIS DEVELOPMENT.

ATMOS GAS

NAME/TITLE \_\_\_\_\_

ONCOR ELECTRIC DELIVERY

NAME/TITLE \_\_\_\_\_

COSERV ELECTRIC

NAME/TITLE \_\_\_\_\_

(For Denton County plats only)

**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.

**(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.

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)

**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.**

UTILITY SIGNATURES

**For utility signatures, please contact the following individuals:**

**COSERV**

Misty Solis, Engineering Records Administrator  
7701 S. Stemmons Fwy.  
Corinth, Texas 75065

940-321-7800, Ext. 7614  
[msolis@CoServ.com](mailto:msolis@CoServ.com)

*Call ahead for an appointment*

**ONCOR ELECTRIC  
DELIVERY COMPANY**

David Hobbs  
Oncor Electric Delivery Company LLC  
Real Estate & Right of Way Services  
4600 State Highway 121  
McKinney, Texas 75069

972-569-1259  
[David.Hobbs@oncor.com](mailto:David.Hobbs@oncor.com)

**ATMOS GAS**

Patrick McKenzie  
Atmos Energy  
1400 Patton Pl.  
Carrollton, Texas 75006

972-360-4428  
[Patrick.Mckenzie@atmosenergy.com](mailto:Patrick.Mckenzie@atmosenergy.com),

*Call ahead for an appointment*

## FILING PROCEDURES FOR APPROVED PLATS

1. Please submit two blacklines to the Planning Department for final review to ensure the plat is accurate.
2. Please obtain the following signatures before submitting signed sets to the Planning Department:
  - Property Owner
  - Surveyor/Engineer (with seal)
  - Applicable Utility Companies
3. After all signatures are acquired above, the Planning Department will obtain the following signatures:
  - Director of Development Services
  - City Secretary
  - Chairman of the Planning and Zoning Commission
4. The applicant is responsible for filing the plat with the applicable county. The city will need two filed plats with the recording information.

### DALLAS COUNTY CLERK FILING INFORMATION (Per Official Website as of February 2024)

Records Building - 500 Elm Street, Suite 2100, Dallas, TX 75202

Phone: (214) 653-7099

Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday (*except for court approved holidays*)

<https://www.dallascounty.org/government/county-clerk/recording/fees-payment.php>

Tax certificates must be obtained from all taxing entities (city, school, and county) with the filing of the plat. **\*\*Tax certificates issued through a tax service are not acceptable for recording.**

When filing is complete, the clerk will ask where you would like the plat to be mailed. Please use:

City of Carrollton Planning  
1945 E. Jackson Road  
Carrollton, TX 75006



**DENTON COUNTY**  
**(Per Official Website as of February 2024)**

Address: 1450 E McKinney Street, Denton, TX 76209

Phone: 940-349-2130

**HOURS:** Monday through Friday, 8:00 am to 4:30 pm

[Real Property Recording Fee Schedule | Denton County, TX](#)

Tax certificates must be obtained from all taxing entities (city, school, and county) with the filing of the plat. **\*\*Tax certificates issued through a tax service are not acceptable for recording.**

When filing is complete, the clerk will ask where you would like the plat to be mailed. Please use:

City of Carrollton Planning  
1945 E. Jackson Road  
Carrollton, TX 75006

**COLLIN COUNTY**  
**(Per Official Website as of February 2024)**

Administration Building: 2300 Bloomdale Rd., Suite 2106, McKinney, TX 75071

Phone: (972) 547-5020

**No filings of Plats will be accepted after 3:30 p.m.**

<https://www.collincountytexas.gov/County-Clerk/plats>

Tax certificates must be obtained from all taxing entities (city, school, and county) with the filing of the plat. **\*\*Tax certificates issued through a tax service are not acceptable for recording.**

When filing is complete, the clerk will ask where you would like the plat to be mailed. Please use:

City of Carrollton Planning  
1945 E. Jackson Road  
Carrollton, TX 75006

## 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.

<p><b>CITY</b>  <b>Carrollton</b>                  Vic Peters            Cost: \$10.00                Dallas County                                                  (214) 653-6505</p>	<p><b>SCHOOL DISTRICTS:</b>  <b>C/FB ISD</b>                    Anna Brady / Diane            Cost: \$10.00                C/FB ISD Adm.                                                  1445 N. Perry Rd.                                                  Carrollton, TX 75006                                                  (972) 968-6171</p>
<p><b>COUNTIES:</b>  <b>Dallas</b>            Dallas County Clerk's Office            Renaissance Tower            1201 Elm St., Suite 2201            Dallas, TX 75270            (214) 653-7099  <b>Denton</b>            Denton County Clerks Office            1450 E. McKinney Street            Denton, TX 76209-4524            (940) 349-3500  <b>Collin</b>            Property Tax Office            Collin County Administration Building            2300 Bloomdale Rd., Suite 2106            McKinney, Texas 75071            (972) 547-5020</p>	<p><b>Coppell ISD</b>                Clerk's Office            Dallas County            Renaissance Tower            1201 Elm St., Suite            2201            Dallas, TX 75270            (214) 653-7099</p> <p><b>Dallas ISD</b>                    Venita Bell            City of Dallas Tax Dept            1500 Marilla Street            Suite 2C South            Dallas, TX 75201            (214) 670-3398</p> <p><b>Lewisville ISD</b>             Stacy Dvoracek            Cost: \$10.00                Denton County Clerks            Have Acct. # ready        1505 E. McKinney                                                  Denton, TX 76201                                                  (940) 349-3500</p>
<p><b>SPECIAL TAXING ENTITIES:</b>  <b>Valwood Improvement Authority</b>            Cost: \$10.00</p> <p>Sonja Dodds            1740 Briercroft Ct            Carrollton, TX 75006            (972) 245-5235  <i>Always call before coming</i></p>	<p><b>Plano ISD</b>                    Property Tax Office            Collin County            Administration Building            2300 Bloomdale Rd.,            Suite 2106            McKinney, Texas            75071            (972) 547-5020</p>