



City of Dallas

PLATTING CITY OF DALLAS

GUIDELINES FOR SUBMISSION & PROCESSING

DEVELOPMENT SERVICES DEPARTMENT TOGETHER WE ARE BUILDING A SAFE AND UNITED DALLAS SUBDIVISION SECTION

CONTACT INFORMATION:

320 E. Jefferson Boulevard, TX, 75203 RM 101

DEVSubdivision@dallas.gov

Front Desk: 214-948-4058

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SUBDIVISION PLATS

A. GENERAL DEFINITIONS: PLAT

A plat is the graphic presentation of one (1) or more lots or tracts of land, or of a subdivision, resubdivision, combination or recombination of lots or tracts. It establishes a legal building site and is generally required before a building permit or certificate of occupancy can be issued.

A plat is not the same as a “tax plat” created by a deed for ownership and tax appraisal purposes, unless such a lot was created and remained in the same configuration (regardless of ownership) since September 11, 1929 or before annexation or consolidation.

Among other exceptions and conditions, an existing lot or parcel may be considered a building site if building permits for structures located on the property were issued before August 1, 1984. Any questions regarding whether a lot is a plat or has been previously platted as a subdivision or an addition plat should be directed to the Survey Records Vault, Room 314, Oak Cliff Municipal Center or County Record Building at 500 Elm Street, Dallas, TX.

There are two steps to the platting process, Preliminary Plat approval and Final Plat approval, and the following types of plats:

MINOR PLAT: Plat which meets ALL the following requirements:

1. An area of (5) five acres or less for residential zoning districts (R, D, TH); or
2. An area of (3) three acres or less for all other zoning districts; and
3. Requires no new public infrastructure such as streets, water, wastewater, paving, and drainage improvements.

MAJOR PLAT: Plat other than a minor plat or a correction plat.

AMENDING PLATS

Amending Plat (Minor) A plat making minor changes to a previously recorded plat in accordance with state law provisions in which the amending plat purpose does not include the possibility of creating or eliminating a lot and which replaces the previous plat.

Amending Plat (Major) A plat making minor changes to a previously recorded plat in accordance with state law provisions in which the amending plat purpose includes the possibility of creating or eliminating a lot and which replaces the previous plat.

PHASED PLAT: A portion of an approved preliminary plat that receives final plat approval and is developed before or during the time the owner submits the final plat on the remainder of, or on another phase of, the area shown on the preliminary plat.

REPLAT: A plat changing a previously recorded plat that is not a minor or major amending plat and which replaces only the portion being replatted. A residential replat is a replat of property or a lot zoned during the preceding 5 years or deed restricted for no more than two residential units (e.g. – single family, duplex, and townhouse zoning districts).

REVISED PLAT: For fee purposes only, the addition of up to 10% of the area of a previously submitted preliminary plat. The application fee is ½ of the original fee. If more than 10% of the area is added, the revised plat is considered a new preliminary plat.

Minor Plats require a Preliminary Plat fee, but no Final Plat fee. Major Plats require separate fees for Preliminary Plat and Final Plat review, since site/grading plans, engineering plans, bonds, and contracts are frequently required in the platting process for Major Plats (e.g. – drawings and specifications for paving, storm water drainage, water, and wastewater utilities).

B. POLICY

1. It is the policy of the City of Dallas to subject the subdivision, platting and replatting of land to the control of the City Pursuant to the City Charter, state law, and all other rules, regulations, and policies the City may adopt.
2. To be platted, land must be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace.
3. Land must not be platted until proper provision has been made for paving, drainage, water, wastewater, public utilities, fire protection, capital improvements, parks, recreational facilities, and rights-of-way for streets, transportation facilities, and improvements.
4. These policies supplement and are intended to facilitate the enforcement of the provisions and standards of the Dallas Development Code, state law, and all other rules, regulations, and policies which the city may adopt.

C. WHEN PLATTING IS REQUIRED

1. **Creation of a Building Site:** Platting is required to create a building site pursuant to Section 51A-4.601 of the Dallas Development Code.
2. **Subdivision:** Platting is required to divide a lot or tract into two or more parcels for purposes of development of the parcels. Although a conveyance of property may be accomplished through a metes-and-bounds description without the necessity of platting, the conveyance may not be recognized as a building site, nor for the purpose of determining development rights on the conveyed parcel.
3. **Combination:** Combine two or more lots or tracts into one lot.
4. **Amend:** Platting is required if property is to be developed in a manner inconsistent with an existing plat.
5. **Vacated and Abandoned Property:** Platting is required to incorporate property that has been vacated or abandoned into a legal building site.
6. **Corrections:** Platting is required to correct an error on an approved and recorded plat.
7. **Development Plan for a Planned Development District:** A preliminary plat shall be submitted with the development plan for a planned development district if the property is unplatted or is proposed to be a different lot pattern than what exists.
8. **Shared Access Development:** Platting is required to establish a shared access development as provided in Section 51A-4.411 of the Development Code.

SUBMITTING A PRELIMINARY PLAT:

- A. **Pre-application:** It is strongly recommended that the applicant consult with a Subdivision Planner prior to formal submission of a subdivision application. At this meeting, the Planner will advise the applicant of the subdivision regulations and policies relevant to the property to be platted.

- B. **Formal Application:** The application shall be completed prior to being submitted to the City. Any incomplete submittal shall not be processed, and all materials received shall be returned to the applicant. Plat applications identified during the review process by the Survey Section as having incorrect metes and bounds descriptions will be recommended for **DENIAL** to the City Plan Commission. In addition, the property owner will be notified of the reason for the denial recommendation.

The following items **must** be submitted with the application:

1. **APPLICATION FORM:** All applications are submitted to the Development Services Department, Subdivision Section, Room 101, Oak Cliff Municipal Center, 320 E. Jefferson Blvd. The Subdivision staff reviews the application for completeness and schedules a City Plan Commission hearing date within 30 days of the application acceptance date.

2. **FEE:** A fee is required as reflected by the attached fee schedule (see page 14).

3. **REPLATS:** Two copies of original subdivision plat (one Certified) and all subsequent replats of the original subdivision, and a certified copy of the most recent replat (if applicable) comprising the area being replatted, obtained from the county courthouse or Survey Records Vault, Room 314.

4. **FOLDED COPIES:** Two (2) 24" x 36" folded copies of the proposed plat. All Plats must have a blank space (about 4" x 6") directly above **TITLE BLOCK** on the **signature sheet** for **Certificate of Approval**. Please copy and paste the following on all plats.

<p>PLACE COUNTY RECORDING LABEL HERE</p>
<p style="text-align: center;">CERTIFICATE OF APPROVAL</p> <p>I, <u>Tony Shidid</u>, Chairperson or <u>Brent Rubin</u>, Vice Chairperson of the City Plan Commission of the City of Dallas, State of Texas, hereby certify that the attached plat was duly filed for approval with the City Plan Commission of the City of Dallas on the _____ day of _____ A.D. 20____ and same was duly approved on the _____ day of _____ A.D. 20____ by said Commission.</p> <p style="text-align: right;">_____ Chairperson or Vice Chairperson City Plan Commission Dallas, Texas</p> <p>Attest:</p> <p style="text-align: center;">_____ Secretary</p>

Actual Size

Refrain from Filling in Blank Spaces in the Certificate of Approval

- C. **SUBMISSION:** The days for submitting Plat Applications are on **Wednesday's** and **Thursday's** from **8am-5pm**, Holidays may cause a change in established deadlines. For a detailed submission schedule, please refer to the official calendar available on the last page of this guideline or in the Subdivision Section, Room 101, Oak Cliff Municipal Center, 320 E. Jefferson Blvd.

PRELIMINARY PLAT PROCEDURES:

1. **Routing:** Plats are routed to other City Departments and Public Utility Companies on the day of the plat being accepted by the Subdivision Section.
2. **Comments:** All City Departments and Public Utility Companies are required to return their comments to the Development Services Department, Subdivision Section **a minimum of thirteen days** prior to the CPC hearing.
3. **Staff/Plat Review Committee:** A meeting with the City staff to review the proposed plats are generally conducted on Friday morning, two weeks prior to the CPC hearing. At the staff meeting, the recommendation to the CPC is formulated. The meeting is normally attended by City staff only.
4. **CPC Subdivision Review Committee:** The Subdivision Committee meets on the morning of each Thursday's CPC meeting on and a needed basis, and reviews and makes recommendations to the City Plan Commission on subdivision plats when the applicant is appealing any conditions of approval. This is a posted public meeting and is open to the applicant and/or its representatives and any opponents.
5. **City Plan Commission:** The City Plan Commission meets on scheduled Thursdays, except for the fifth Thursday of the month and holidays. There are fifteen Commission members, residents of the City of Dallas, appointed by the City Council. One function of the Commission is to review and take action on all Subdivision Plats, except Administrative Plats. Their action on plats is final. The meetings are open to the public and held in the Council Chambers of City Hall. Since the City Plan Commission serves as a "quasi-judicial" body in reviewing and approving subdivision plats, applicants may not contact any member of the Commission prior to the hearing.
6. **Commission Action:** Within thirty (30) days of acceptance of the complete application, the Commission will approve, approve with conditions, or deny the subdivision plat. If the City Plan Commission does not take action on the plat application within thirty days of submittal of the plat, the plat is automatically approved.
7. **Effective Period:** An approved **Major Preliminary Plat is effective for five (5) years from the date of the Commission action** if no progress has been made toward completion of the project in accordance with Texas Local Government Code Section 245.005. An approved **Minor Plat, Amending Minor Plat, or an Administrative Plat expires two years after the commission action date** or, in the case of an **Administrative Plat, two (2) years after the date of the Subdivision Administrator's approval letter** if no progress has been made toward completion of the project. **Progress towards completion of a project includes any one of the following: submission of an application for a final plat, an application for a permit necessary to begin or continue towards completion, incurring of costs for developing the project, posting of fiscal security, or payment of utility connection fees or impact fees.**

CERTIFICATES OF CORRECTION, CORRECTION PLATS OR AMENDING PLATS

A. Purpose:

- **Certificate of Correction:** A Certificate making a Minor Plat Amendment in the form of a document used to make a correction to a recorded plat in cases where a sketch is not needed for clarity. A letter from the City Surveyor indicating that the change qualifies as a correction plat is required at the time the application is submitted.
- **Minor Amending Plat:** A plat making minor changes to a previously approved plat in accordance with state law provisions in which the amending plat's purpose does not include the possibility of creating or eliminating a lot. **A Minor Amending Plat is processed in a similar manner as a Final Plat.**
- **Amending Plat Minor:** Correction Plats or Minor Amending Plats may be submitted to and approved by the Subdivision Administrator for minor adjustments, errors or omissions in easements, lot or block numbers, lot line adjustments (for minor amending plats not in a residential district) or other minor features of recorded plats pursuant to Section 212.016 of the Texas Local Government Code.

B. Requirements: Depending on the County, the applicant shall submit Four (4) copies of the Certificate of Correction or the Correction Plat. **If the correction of a feature on the plat requires the approval of one or more city departments, the applicant will be required to secure these releases prior to the submission of the Certificate or Plat for Final Approval by the City Plan Commission or Subdivision Administrator.**

C. Fee: A fee is required as reflected by the attached fee schedule (see page 14).

D. Filing: Certificates of Correction and Correction Plats are filed in accordance with the procedures indicated for final plats.

FINAL PLAT PROCEDURES:

- A. **Deed:** A copy of the Recorded Deed must be included with the Final Plat Submittal. Failure of the deed and proposed plat map to match will delay release of the Final Plat by the Survey Section.
- B. **Requirements:** Final plats will not be accepted until all departments requiring releases have provided **written releases** to the Subdivision Section of the Development Services Department. If all departments have released the plat, the following items are required to submit the final plat:
- C. **County Requirements:** It is recommended that the applicant or surveyor **contact the appropriate County Clerk for the correct items necessary to file the plat.** The latest requirements of the various counties are:
1. **Dallas County:**
 - a. Minimum Four (4) 24" x 36" signed and folded black line prints of which all **prints shall have original signatures in blue ink** (this is a state law requirement).
 - b. When recording plats, a copy of the tax certificate for the property needs to be submitted to the County Clerk to verify that County and City taxes have been paid and are up to date.
 2. **Collin County:**
 - a. Minimum Four (4) 24" x 36" signed and folded black line prints of which all **prints shall have original signatures in blue ink** (this is a state law requirement).
 - b. When recording plats, a copy of the tax certificate for the property needs to be submitted to the County Clerk to verify that County and City taxes have been paid and are up to date.
 3. **Denton County:**
 - a. Minimum Four (4) 24" x 36" signed and folded black line prints of which all **prints shall have original signatures in blue ink** (this is a state law requirement).
 - b. When recording plats, a copy of the tax certificate for the property needs to be submitted to the County Clerk to verify that County and City taxes have been paid and are up to date.
 4. **Kaufman County:**
 - a. Minimum Four (4) 24" x 36" signed black line prints of which all **prints shall have original signatures in blue ink** (this is a state law requirement).
 - b. One (1) 24" x 36" signed black line mylar with **original signatures in blue ink.**

- c. When recording plats, a copy of the tax certificate for the property needs to be submitted to the County Clerk to verify that County and City taxes have been paid and are up to date.

- D. **Fee:** The final fee will be collected at the time of submission of the Phase, Pre-Final or Final Plat. The fee will be determined by the attached fee schedule (Page 14). **Each county has filing fees and it is the responsibility of the applicant to contact the appropriate county clerk for the applicable fees.**

- E. All the Final Plats submitted for recording are to be retained by the County and the City. If the applicant and/or its representative wishes to retain a copy of the recorded plat, additional copies of the plat shall be submitted along with the required number of plats.

- F. **Deadline:** The normal deadline for submitting the above required items is **Tuesday, 12:00 Noon**, the week of the City Plan Commission hearing, although this is not a guarantee that the final plat will be signed. The final plat will be routed to the Survey Section to determine if the plat meets the requirements for recording. The final plat will be presented for the Chairman's signature at the first available City Plan Commission hearing.

- G. **Procedure:** The Chairman and Secretary of the City Plan Commission sign the Final Plat. All signed plats are then returned to the Subdivision Section and prepared for filing with the appropriate County. It is the responsibility of the owner/applicant or its representative to pick up the signed final plats from the Subdivision Section office, take them to the appropriate County, obtain the tax certificates, file the plats with the County Clerk, and at **minimum return one original and a scanned PDF** to the Subdivision Section.

Failure to return at minimum one original and a scanned PDF of the recorded plat to the Subdivision Section may result in holds being placed on your Building Permit(s)/Certificate(s) of Occupancy or revocation of Permit(s) and/or Certificate(s) of Occupancy.

FINAL PLAT CHECKLIST

Omission of any of the following items from a final plat may be cause for rejection of the application.

- Subdivision Addition name.
- Subdivision Application File Number.
- Names and addresses of developer, surveyor and owners of record, date of preparation and revision.
- Vicinity map, north arrow, and scale of map.
- Survey and Abstract Numbers.
- Owner's certificate with signature of all owners, owners' notary, surveyor's stamp or seal and signature of surveyor and surveyor notary.
- Boundary of project area drawn with bold line (other boundaries shall be of thinner lines or subdued).
- Each lot and block numbered as assigned by the GIS Section of the Development Services Department.
- Exact dimensions and bearings of all boundaries and lot lines.
- Exact location, dimensions, name and description of all existing and proposed streets, alleys, easements or public right-of-way within the subdivision, intersecting, or contiguous with its boundary.
- All corrections, conditions, or additions as required by the Commission or reviewing departments.
- Certificate of Approval

PLACE COUNTY RECORDING LABEL HERE
<p style="text-align: center;">CERTIFICATE OF APPROVAL</p> <p>I, <u>Tony Shidid</u>, Chairperson or <u>Brent Rubin</u>, Vice Chairperson of the City Plan Commission of the City of Dallas, State of Texas, hereby certify that the attached plat was duly filed for approval with the City Plan Commission of the City of Dallas on the _____ day of _____ A.D. 20____ and same was duly approved on the _____ day of _____ A.D. 20____ by said Commission.</p> <p style="text-align: right;">_____ Chairperson or Vice Chairperson City Plan Commission Dallas, Texas</p> <p>Attest: _____ Secretary</p>

SUBDIVISION CONTACT LIST

Development Services	320 E. Jefferson Blvd.
Subdivision Section – Room 101	DEVSubdivision@dallas.gov
Subdivision Administrator:	Mohammad Bordbar - 214-948-4622
Senior Planner:	Sharmila Gurung-Shrestha - 214-948-4531
Senior Planner:	Hema Sharma – 214-948-4452
Administrative Specialist:	Emmanuel Castelano – 214-948-4344
Administrative Specialist:	Maria Montoya – 214-948-4454
Office Assistant:	Adriana Montes – 214-948-4058
Engineering Division – Room 200	EngAdmin@dallas.gov
Drainage, Grading & Stormwater:	Thuc Pham, Administrator – 214-948-5384 David Martinez, Office Assistant – 214-948-4205
Water & Wastewater:	Linda Velez, Administrator – 214-948-4193 J. Mathew John – 214-948-4633
Survey Group:	Scott Davis- 214-948-4525 Wilkens Engmann – 214-948-4469 Julio Delgado - 214-948-5377 John Stepp – 214-948-4497
Addressing & Street Name Coordinator:	Victor Olivo – 214-948-4210
DEVAddressing@dallas.gov	Tanner Taegel – 945-275-1472
GIS Lot/Block Numbers:	Bob Self - 214-948-4135
Arborists – Room 105:	
Chief Arborist:	Phillip Erwin - 214-948-4117
Arborist: Southeast	Tina Standeford - 214-948-4484
Arborist: Southwest	
Arborist: Northwest	Hannah Sosnowski - 214-671-8890
Arborist: Northeast	Tony Johnson - 214-948-4394
Department of Public Works, Real Estate – Room 203	
Abandonments & Licenses:	Ann Bruce Carraway – 214-948-5386
Acquisitions:	Mark Proctor – 214-948-4096
Leases/Tax Foreclosures	Kathy Green – 214-948-4122
Department of Public Works – Room 318 & 314	
Chief City Surveyor:	Scott Holt 214-948-4137
Survey Vault Manager:	Tommy Bullard 214-948-4149
City Hall: 1500 Marilla Street	
Street Lighting, Rm. L1/B/N:	Daniel Silva – 214-670-1229
Transportation Planning, Rm. L1/B/N:	Kimberly Smith– 214-671-8172
Fire Department	
Communication, Rm. L1/C/S:	Rajan Thomas – 214-670-1533 Ronald Vaughn – 214-670-3352
Park & Recreation	
Mgr. Park Planning & Acquisitions, Rm. 6/F/S:	Jason Ney – 214-671-5012
United States Postal Service:	Tony Angadicheril - 972-393-6681

PRELIMINARY PLAT CHECKLIST

Omission of any of the following items from a preliminary plat may be cause for rejection of the application

PRELIMINARY PLAT SUBMITTAL DOCUMENTS

<input type="checkbox"/>	8 1/2" X 11" ZONING MAP WITH AREA OF PLAT OUTLINED IN RED <u>AND</u> MEMO OF UNDERSTANDING.
<input type="checkbox"/>	1 ORIGINAL COPY OF RECORDED DEED.
<input type="checkbox"/>	1 COPY OF TITLE INSURANCE POLICY <u>OR</u> MOST RECENT TAX CERTIFICATE(S).
<input type="checkbox"/>	2 COPIES OF PROPOSED PLAT LEGIBLY DRAWN ON A SHEET OF PAPER 24"X 36" IN SIZE, FOLDED TO 8.5 BY 11 INCHES.
<input type="checkbox"/>	FOR ALL REPLATS, A CERTIFIED COPY OF THE ORIGINAL SUBDIVISION AND ALL REPLATS OF THE ADDITION TO BE REPLATTED, FILED WITH THE COUNTY CLERK: 2 COPIES, 1 NEEDS TO BE CERTIFIED.
<input type="checkbox"/>	TREE SURVEY SHOWING THE LOCATION, CALIPER AND NAMES (BOTH COMMON AND SCIENTIFIC) OF ALL TREES NEAR PROPOSED CONSTRUCTION (TREES IN CLOSE PROXIMITY THAT ALL HAVE A CALIPER OF LESS THAN EIGHT INCHES MAY BE DESIGNATED AS A "GROUP OF TREES" WITH ONLY THE NUMBER NOTED).
<input type="checkbox"/>	ZONING CHANGE ORDINANCE, BOARD OF ADJUSTMENT DECISION, OR PLANNED DEVELOPMENT DISTRICT ORDINANCE REGULATING THE PROPERTY; ALSO, A COPY OF ANY DEED RESTRICTIONS IN WHICH THE CITY OF DALLAS IS A PARTY.
<input type="checkbox"/>	COPY OF ESCARPMENT PERMIT FOR PROPOSED PLAT WITHIN THE ESCARPMENT AREA OR GEOLOGICALLY SIMILAR AREA.
<input type="checkbox"/>	ONLY FOR RESIDENTIAL REPLATS: (2) 8 1/2"X 11" BLACK LINE PRINT OF THE FACE OF THE PLAT (EXCLUDING OWNERS' CERTIFICATE, OWNERS' DEDICATION, ETC.)
<input type="checkbox"/>	EMAIL A PDF OF THE ACCEPTED PRELIMINARY PLAT WITH THE ASSIGNED S# IN THE TITLE BLOCK.
<input type="checkbox"/>	IF THE PLAT INVOLVES ONLY PART OF A PLATTED LOT & THERE IS A STRUCTURE ON THE REMAINDER PORTION OF THE LOT. PROVIDE AN APPROVAL MEMO STATING, "THE REMAINDER IS A LEGAL BUILDING SITE" FROM THE ZONING SECTION OF B.I.

REQUIREMENT OF FACE OF PRELIMINARY PLAT

<input type="checkbox"/>	SCALE OF 1" = 40' OR THE LARGEST PRACTICAL SCALE APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES
<input type="checkbox"/>	BOUNDARIES OF PLAT IN SOLID BOLD LINES, LOT LINES (INCLUDING ADJOINING LOT LINES) & BLOCK LINES IN THIN LINES. DASH OLD LOT LINES & GHOST OLD LOT NUMBERS, TRACT LINES & NUMBERS.
<input type="checkbox"/>	SURROUNDING PLATTED LOTS AND OWNERSHIP LINES FOR UNPLATTED TRACTS WITHIN 150 FEET SHOWING BLOCK NUMBERS; FOR PLATTED LOTS ALSO SHOW ADDITION NAMES & LOT NUMBERS, FOR UNPLATTED TRACTS SHOW PROPERTY OWNER NAMES(S), VOLUME & PAGE & SOURCE OF RECORD.
<input type="checkbox"/>	VICINITY MAP SHOWING ALL THOROUGHFARES AND EXISTING STREETS WITHIN THE TWO INTERSECTING MAJOR THOROUGHFARES NEAREST TO THE BOUNDARY OF THE PLAT.
<input type="checkbox"/>	PROPOSED NAME OF THE SUBDIVISION AND TOTAL ACREAGE OF PROPOSED PLAT.
<input type="checkbox"/>	THE PURPOSE OF THE PLAT INCLUDED AS A NOTE ON THE PLAT. SHOULD STATE WHAT YOU ARE CREATING AND FROM.
<input type="checkbox"/>	OWNERS & SURVEYORS ACKNOWLEDGMENT & DEDICATION FORMS, AND SIGNATURE BLOCK (UNSIGNED); AND PRELIMINARY PLAT STATEMENT: "PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT".
<input type="checkbox"/>	LAYOUT AND LOTS NUMBERED, AND AREA OF EACH LOT NOTED; AND TABLE IDENTIFYING EACH LOT AND THE SQUARE FEET OR ACREAGE OF EACH LOT. (NET AND GROSS)
<input type="checkbox"/>	EXISTING TRACT OR LOT AND BLOCK NUMBERS LISTED IN TITLE BLOCK WITH A DESCRIPTION OF THE PURPOSE OF THE PLAT OR SUBDIVISION.
<input type="checkbox"/>	NAME AND ADDRESS OF EACH OWNER, DEVELOPER, ENGINEER AND/OR SURVEYOR. NOTE: THE ENGINEER AND/OR SURVEYOR OF THE PLAT CAN NOT BE THE APPLICANT UNLESS THEY ARE ALSO THE OWNER.
<input type="checkbox"/>	TITLE BLOCK SHOULD BE IN LOWER RIGHT-HAND CORNER, AND CERTIFICATE OF APPROVAL DIRECTLY ABOVE IT ON SIGNATURE SHEET.
<input type="checkbox"/>	TRUE NORTH ARROW AND LEGEND INDICATING SYMBOLS USED ON THE PLAT (PLAT SHOULD BE DRAWN LANDSCAPE).
<input type="checkbox"/>	LAYOUT, NAME AND DIMENSION OF ADJOINING OR PROPOSED STREETS AND ALLEYS (TOTAL WIDTH AND WIDTH FROM CENTERLINE INCLUDING VOL. & PAGE OF THE COUNTY RECORD(S)) AND ALL PROPOSED STREET NAMES.
<input type="checkbox"/>	LOCATION AND IDENTIFICATION OF ANY STRUCTURE OR IMPROVEMENT WITHIN THE BOUNDARIES OF THE PROPERTY TO BE PLATTED; LOCATION AND IDENTIFICATION OF ANY SIGNIFICANT TOPOGRAPHIC FEATURES LOCATED ON THE PROPERTY OR WITHIN 150 FEET OF THE PROPERTY TO BE PLATTED. NOTE: ANY OF THESE ITEMS WHICH ARE TO BE REMOVED OR ALTERED MUST BE SO IDENTIFIED ON THE PLAT. IF NO STRUCTURES ON THE SITE, PLEASE SPECIFY THAT NO STRUCTURES EXIST.
<input type="checkbox"/>	LOCATION AND PURPOSE OF PROPOSED EASEMENTS AND COMMON AREAS.
<input type="checkbox"/>	APPROPRIATE LANGUAGE OF DEDICATION AND ACKNOWLEDGMENT FORMS.
<input type="checkbox"/>	LOCATION, PURPOSE, AND GRANTEE OF EXISTING EASEMENTS, WITH THE VOLUME AND PAGE OF THE COUNTY RECORD(S) WHERE THE INSTRUMENT MAY BE FOUND.
<input type="checkbox"/>	LAYOUT OF PLATTED LOTS, UNPLATTED TRACTS, STREETS, STORM DRAINAGE, WATER & WASTEWATER FACILITIES, PUBLIC RIGHT-OF-WAY, AREAS OFFERED FOR DEDICATION TO PUBLIC USE, & PERTINENT FEATURES WITHIN 150' OF THE PLAT.
<input type="checkbox"/>	(5) FOOT OR LESS CONTOUR INTERVALS. NOTE: THE DIRECTOR OF THE DEVELOPMENT SERVICES DEPARTMENT MAY REQUIRE CONTOUR INTERVAL LESS THAN 5 FEET WHERE THE SLOPE OF THE LAND IS LESS THAN 1 TO 100.
<input type="checkbox"/>	METES AND BOUNDS DESCRIPTION AND LOT & BLOCK NUMBER OF THE PROPERTY INCLUDED IN THE PLAT (INCORRECT LEGAL DESCRIPTION MAY RESULT IN DENIAL OF THE APPLICATION).

PARK LAND DEDICATION REQUIREMENT

<input type="checkbox"/>	LABEL PARK AREA ON THE PLAT (IF DEDICATING VIA PLAT).
<input type="checkbox"/>	DISPLAY LOT TABLE LISTING ALL LOT #'S RECEIVING CREDIT FOR DEDICATING PARK LAND (IF DEDICATING VIA PLAT).

SUBDIVISION FEES

THIS FEE SCHEDULE IS SUBJECT TO CHANGE BY ACTION OF THE DALLAS CITY COUNCIL.

Major Plat – more than 5 acres for single-family, duplex & townhouse districts or over 3 acres for all other zoning districts, and/or requiring public infrastructure, and/or existing improvements to remain do not meet all setbacks:

Preliminary plat, major amending plat, or final plat containing 20 lots or fewer:

- a. **\$1,548 plus \$17 per lot** if no lot exceeds 3.0 acres for a preliminary plat.
- b. **\$1,548 plus \$17 per lot** if no lot exceeds 3.0 acres for a final plat.
- c. **\$1,548 plus \$70 per acre** if any lot exceeds 3.0 acres for the preliminary plat.
- d. **\$1,548 plus \$70 per acre** if any lot exceeds 3.0 acres for the final plat.

Preliminary plat, major amending plat, or final plat containing more than 20 lots:

- a. **\$2,193 plus \$17 per lot** if no lot exceeds 3.0 acres for a preliminary plat.
- b. **\$2,193 plus \$17 per lot** if no lot exceeds 3.0 acres for a final plat.
- c. **\$2,193 plus \$70 per acre** for each acre if any lot exceeds 3.0 acres for a preliminary plat.
- d. **\$2,193 plus \$70 per acre** for each acre if any lot exceeds 3.0 acres for a final plat.

Minor plat submitted as a final plat for an area which does not exceed 5.0 acres for single-family, duplex & townhouse districts; or 3.0 acres for all other zoning districts:

\$2,664 plus \$26 per lot if no lot exceeds 3.0 acres or \$140 per acre if any lot exceeds 3.0 acres.

Minor Amending Plat, Certificate of Correction, Vacation of Plat: \$323

Revised Plat – a submission of a preliminary plat, amending plat, or final plat that has not been recorded and in which the area of the plat has been increased up to 10%:

One half of the fee schedule in effect at the time the revision is submitted.

The maximum charge is \$19,350 for a preliminary plat and \$19,350 for a final plat.

Refund of filing fee:

After the posting deadline no refund will be issued. If the application is withdrawn prior to the application being posted for hearing (Friday afternoon of the week prior to the hearing, or the last workday prior to Friday (if Friday is a holiday) 35 per cent of the filing fee will be refunded to the applicant.



**CITY OF DALLAS
PLATTING MEMO OF UNDERSTANDING**

Re: Texas Local Government Code Chapter 212
City Code 51A-8 Plat Regulations

- I. I, _____, am the owner of the property roughly located at _____. I am making application to plat this property for the general purpose of _____. To accomplish this purpose, I must employ the services of a knowledgeable professional surveyor licensed in the State of Texas. The surveyor will be responsible to certify, with their professional survey seal, on the owner's behalf and to the City's satisfaction that the submitted plat meets the referenced State and City standards and requirements for platting. Therefore, I have hired the services of _____. I understand that a plat establishes a legal building site and is generally required before a building permit or certificate of occupancy can be issued. I understand that platting generally occurs in two main steps, first the submittal of a Preliminary Plat, and second the recording of an approved Final Plat at the County Recording office. Once a Preliminary Plat is submitted and accepted by the City for review, it must be acted upon by the City Plan Commission (CPC) within 30 days. Generally, the CPC will approve a preliminary plat with a list of conditions that must be met prior to the approval of a Final Plat for recording. Up to five years may be allowed to meet the conditions of a major Final Plat approval and two years for a minor. I UNDERSTAND THAT THE PRELIMINARY PLAT APPROVAL CONDITIONS MAY REQUIRE ME TO PROVIDE AND CONSTRUCT ADEQUATE WATER, WASTEWATER, FIRE SUPPRESSION, ACCESS, PAVING AND DRAINAGE IMPROVEMENTS TO SAFELY SERVE THE PROPERTY. Furthermore, I understand that I will not be able to obtain a Building Permit or a Certificate of Occupancy until these improvements are complete and accepted by the City. I understand that a surety in the form of a bond or cash deposit will be required by the City to release a Final Plat for recording prior to the acceptance of any required improvements.
- II. I, _____, am a registered professional land surveyor (RPLS) in the State of Texas and have been hired to provide land surveying and platting services for the property described above. The scope of my services includes familiarity with the referenced State and Local Platting Regulations and Development Codes, the City of Dallas Survey Checklist, and knowledge of how to research County and City records, including deeds and easements. I understand that the quality of my plat submittal(s) will directly impact the amount of time required for City staff to review my work. I understand that the City is a review agency only and that I am the one responsible for researching, documenting, and creating the plat. I understand that the City will copy all comments and reviews of my work to the owner listed above. I understand that if I substantially fail to comply with the City's checklist then the City will return my submittal without completing a review and will expect me to comply with the checklist before resubmitting the plat for review which may delay the plat review process. I understand that City Staff will be available to reasonably assist with any questions I may have.

Our signatures below attest that we have read and understand the referenced City Code Section 51A-8 regarding Plat Regulations and are in mutual agreement with this Platting Memo of Understanding.

Owner signature and date

Surveyor signature and date

Owner printed name

Surveyor printed name

Contact phone number

Contact phone number

Contact E-mail

Contact E-mail



APPLICATION FOR LAND SUBDIVISION

DEVELOPMENT SERVICES, SUBDIVISION SECTION
 320 E. JEFFERSON BLVD., ROOM 101
 DALLAS, TEXAS 75203
 TELEPHONE: (214) 948-4058

Together we are building a safe and united Dallas!

FOR OFFICE USE ONLY

FILE NUMBER:	PREVIOUS FILE NUMBER (IF ANY)
CPC DATE:	NOT APPLICABLE IF ADMINISTRATIVE PLAT: <input type="checkbox"/>
REPLY DATE:	PRE-FINAL: \$ DATE:
PRELIM. \$ DATE:	FINAL: \$ DATE:
REVISED: \$ DATE:	PHASE / REVISE: \$ DATE:
NOTES:	

OWNER:	APPLICANT:
TELEPHONE:	(NOT THE SURVEYOR/ENGINEER UNLESS OWNER)
Email Address:	TELEPHONE:
ADDRESS:	Email address:
CITY: STATE/ZIP:	ADDRESS:
SIGNATURE:	CITY: STATE/ZIP:

SURVEYOR/ENGINEER:	REPRESENTATIVE:
TELEPHONE:	TELEPHONE:
Email Address:	Email address:
ADDRESS:	ADDRESS:
CITY: STATE/ZIP:	CITY: STATE/ZIP:
CONTACT PERSON:	SIGNATURE:

ADDITION NAME:	PURPOSE OF PLAT:
LOCATION:	NUMBER OF LOTS: EXISTING PROPOSED
EXISTING LOT#: BLOCK#:	EXISTING LAND USE:
ACRES: ZONING DISTRICT:	PROPOSED LAND USE:
PARK NEXUS ZONE:	ZONING MAP NO: MAPSCO PAGE:
COUNCIL DISTRICT:	REPLAT YES <input type="checkbox"/> NO <input type="checkbox"/>
SCHOOL DISTRICT:	FOR ALL REPLATS, PROVIDE A CERTIFIED COPY OF THE ORIGINAL & THE MOST RECENT RECORDED SUBDIVISION/ ADDITION PLAT(S) FROM THE PERTINENT COUNTY COURTHOUSE
IS THIS PROPERTY NOW OR HAS IT EVER BEEN:	RESIDENTIAL REPLAT: YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • A CEMETERY? YES <input type="checkbox"/> NO <input type="checkbox"/> • A LANDFILL? YES <input type="checkbox"/> NO <input type="checkbox"/> • A BROWNFIELD SITE? YES <input type="checkbox"/> NO <input type="checkbox"/> • MILL CREEK STORMWATER HAZARD AREA? YES <input type="checkbox"/> NO <input type="checkbox"/> • WITHIN THE 65 LDN CONTOUR OF LOVE FIELD, ADDISON MUNICIPAL AIRPORT, DALLAS EXECUTIVE AIRPORT or NAVAL AIR STATION (Hensley Field)? YES <input type="checkbox"/> NO <input type="checkbox"/> • HISTORIC OR CONSERVATION DISTRICT? YES <input type="checkbox"/> NO <input type="checkbox"/> • ARE ANY EXISTING OR PROPOSED STREETS ON THE PLAT LISTED IN THE THOROUGHFARE PLAN? YES <input type="checkbox"/> NO <input type="checkbox"/> 	IF YES, SUBMIT THE FOLLOWING: CERTIFIED COPY OF DEED RESTRICTIONS THAT LIMIT THE USE OF THE PROPERTY TO SINGLE FAMILY AND/OR DUPLEX USE
ESCARPMENT AREA: YES <input type="checkbox"/> NO <input type="checkbox"/>	IF THE PLAT INVOLVES ONLY PART OF A PLATTED LOT, IS THERE A STRUCTURE ON THE REMAINDER OF THE LOT? YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YES, OBTAIN APPROVAL FROM CHIEF CITY ENGINEER PRIOR TO SUBMITTAL OF PLAT.	Is this plat creating a net-increase in density on the property as it pertains to dwelling units, guest room or sleeping rooms? YES <input type="checkbox"/> NO <input type="checkbox"/>
ABANDONMENT OR PRIVATE LICENSE REQUEST:	Are you dedicating at least 1 Acre for park land? YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>	How many Acres are you dedicating for park land? ACRES:

ALL ABOVE INFORMATION ARE REQUIRED



City of Dallas

2024 PLAT SUBMITTAL CALENDAR

(For Public Release)

Pursuant to Chapter 212 of the Texas Local Government Code, the City of Dallas will only accept plat applications submitted on the dates in the "Submittal Dates" column published on this calendar at the location listed below unless otherwise approved by the Director of Development Services or his designee.

Plats shall be submitted in person at the following address:

Oak Cliff Municipal Center
 320 E. Jefferson Blvd., Room 101
 Dallas, TX 75203

We are anticipating relocating to a new building, address and date will be announced as soon as its available.

Submittal Dates <i>Wednesday - Thursday</i>	Newspaper <i>Friday @ 9 am</i>	CPC Meeting <i>Thursday @ 12:30 pm</i>
12/20/23 - 12/21/23	12/29/23	01/18/24
01/03/24 - 01/04/24	01/12/24	02/01/24
01/17/24 - 01/18/24	01/26/24	02/15/24
02/07/24 - 02/08/24	02/16/24	03/07/24
02/21/24 - 02/22/24	03/01/24	03/21/24
03/06/24 - 03/07/24	03/15/24	04/04/24
04/03/24 - 04/04/24	04/12/24	05/02/24
04/17/24 - 04/18/24	04/26/24	05/16/24
05/08/24 - 05/09/24	05/17/24	06/06/24
05/22/24 - 05/23/24	05/31/24	06/20/24
06/12/24 - 06/13/24	06/21/24	07/11/24
06/26/24 - 06/27/24	07/05/24	07/25/24
07/10/24 - 07/11/24	07/19/24	08/08/24
07/24/24 - 07/25/24	08/02/24	08/22/24
08/07/24 - 08/08/24	08/16/24	09/05/24
08/21/24 - 08/22/24	08/30/24	09/19/24
09/11/24 - 09/12/24	09/20/24	10/10/24
09/25/24 - 09/26/24	10/04/24	10/24/24
10/09/24 - 10/10/24	10/18/24	11/07/24
10/23/24 - 10/24/24	11/01/24	11/21/24
11/06/24 - 11/07/24	11/15/24	12/05/24

Plats will only be accepted on **Wednesdays & Thursdays** from **8:00 AM- 5:00 PM**

Contact DevSubdivision@dallas.gov for all Plat Inquiries.