



**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