



PROCEDURES FOR PLATTING OR SUBDIVIDING LAND

Texas Local Government Code, Title 7, Chapter 212, Subchapter A (hereinafter referred to as TLGC Ch 212) and Chapter 35, City of Irving Code of Civil and Criminal Ordinances require the following:

- (a) All land in or within five miles of a city is required to be platted (subdivided) when the owner divides the land in two or more parts for the purposes of laying out any subdivision or laying out any lots for the purpose of sales.
- (b) All land under the jurisdiction of the City of Irving is required to be platted when the owner intends to request or otherwise obtain a certificate to connect or be served by water, sewer, electricity, gas or other utility service.

The applicant is advised to obtain a copy of Chapter 35 of the City of Irving Code of Civil and Criminal Ordinances. This publication is available through the Office of the City Secretary. If a petition is required, TLGC Ch 212 sections must be carefully observed.

Each of following information below will be needed in order to be considered a COMPLETE APPLICATION when submitted to the Planning Department.

All information required by TLGC Ch 212 and Chapter 35 (Subdivision Ordinance) and the applicant for the subdivision form (two page application).

- Signatures from: _____ CIP _____ Water _____ Traffic
- Two (2) folded copies of the proposed plat, folded to 9" x 12" or smaller
- DVD or Flash Drive with PDF documents
- Application fee (see below)
- Original signature(s) from current owner(s)
- Signed receipt of "Plat Submission and Subdivision Process Changes" handout

FEES:

Minor Plat	\$500
Preliminary Plat	\$600 plus \$5 per acre or part of an acre
Final Plat or Replat	\$600 plus \$5 per lot
Preliminary/Final Plat	\$600 plus \$5 per acre or part of an acre plus \$5 per lot
Amending Plat:	\$400

Other Fees:

Additional Revisions.....	\$50
Plat Disapproval Reprocessing	\$200
Applicant Extension Request.....	\$200
Residential Replat Notification.....	\$50

DALLAS COUNTY FILING FEES AND REQUIREMENTS:

- A minimum of one (1) mylar and two (2) black line prints are required for filing with the County. The mylar will be returned to the City for their records. Additional copies can be submitted.
- All prints and mylars must be 24" x 36".
- All prints must be **black line** prints.

The applicant is responsible for filing the plat with Dallas County after obtaining city signatures. Contact Dallas County at 214-653-7099 or <https://dallascounty.org/government/county-clerk/recording-fees.php> for filing information and fees.

The applicant is strongly recommended to engage an engineering firm capable of providing the engineering information required. Subdivisions must complete the following reviews and actions:

INITIAL APPLICATION

Upon initial application, the applicant will submit all required information and fees. Applicant will be advised as to the date of a **tentative** date for the Planning and Zoning Commission public hearing.

TECHNICAL COMMITTEE REVIEW

The Technical Review Committee meets every week. It is not necessary for the applicant to attend this meeting. Immediately following this meeting, the applicant will be notified by email and by mail of the Technical Committee comments and the date by which all material will be due in the Planning Department.

PLANNING AND ZONING COMMISSION PUBLIC HEARING

The public hearing is held every other Monday at 7:00 p.m. in the City Council chambers of City Hall at 825 West Irving Boulevard. The applicant and his representative must be encouraged to attend this meeting.

The Planning and Zoning Commission holds a 6:00 p.m. work session the day of the public hearing to review all items on the public hearing agenda that evening. It is suggested that the applicant or a representative attend the work session in order to be aware of any concerns or issues by the commission, which the applicant should address at the public hearing.

The Planning and Zoning Commission will reach a decision either to grant approval, favorable recommendation, disapproval or denial of the proposed subdivision during the public hearing. Cases that cannot be approved by the commission due to a subdivision variance for private streets will be forwarded to the city council for final action.

The Planning and Zoning Commission will take action within thirty (30) days of acceptance of a completed application.

CITY COUNCIL PUBLIC HEARING

The City Council generally meets every other Thursday at 7:00 p.m. in the Council Chambers of the City Hall, 825 West Irving Boulevard. The applicant and his engineer should attend this meeting.

All proponents and opponents of the proposed change are given an opportunity to be heard. The City Council will determine, at this meeting, if a subdivision will be approved or denied. If the subdivision is denied, then the case is considered closed.

FILING AN APPROVED PLAT WITH DALLAS COUNTY MAP RECORDS OFFICE

After a preliminary/final or final plat have been approved by either the planning and zoning commission or the city council, the applicant or his engineer must submit a **minimum of one mylar and two black line prints** to the Planning Department for signature by the city. Any additional copies for the applicant's files would need to be submitted for signatures at that time. **All** black line prints and mylars must bear original signatures by the owner and engineer. After the chairman of the planning and zoning commission or the mayor has signed the plat copies, the applicant will file the plat with the Dallas County Map Records Office and **return one stamped mylar** to the City.

Additional information may be obtained from the Planning and Community Development Department at (972) 721-2424 or www.cityofirving.org