

# PROCEDURES FOR PLATTING OR SUBDIVIDING LAND

Texas Local Government Code, Title 7, Chapter 212, Subchapter A (hereinafter referred to as TLGC Ch 212) and City of Irving Texas Development Standards and Construction Codes 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 the City of Irving Texas Development Standards and Construction Codes. 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 below will be needed in order to be considered a COMPLETE APPLICATION when submitted to the Planning Department in electronic format.** All information is required by TLGC Ch 212 and Development Standards and Construction Codes and the applicant for the subdivision form (two-page application). **If any of the following is missing, your plat will be presented to the Planning and Zoning Commission with a recommendation of Disapproval.**

- Signatures from: \_\_\_\_\_ CIP \_\_\_\_\_ Water \_\_\_\_\_ Traffic \_\_\_\_\_ Fire  
(Plat must be e-mailed to [civils@cityofirving.org](mailto:civils@cityofirving.org) for review)
- Two (2) folded copies of the proposed plat, folded to 9" x 12" or smaller
- 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 + \$5 per acre or part of an acre
Final Plat/Replat	\$600 + \$5 per lot
Preliminary/Final Plat	\$600 + \$5 per acre or part of an acre + \$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. Please coordinate with the Planning Department. Contact Dallas County at (214) 653-7099 or <https://dallascounty.org/government/county-clerk/recording-fees.php> for filing information and fees.

# Plat Submission and Process Flowchart

