**Plat Procedures**

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.

**SUBMITTAL REQUIREMENTS:**

Each of following below will be needed in order to be considered a *complete application* when submitted to the Planning Department in electronic format. 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, and Fire Departments
- □ PDF Attachment via Flash Drive/E-mail
- □ Application + Fee (See Below)
- □ Original Signature(s) from Current Owner(s)
- □ Signed Receipt of “Plat Submission and Process Changes” Handout

### Fees

<table>
<thead>
<tr>
<th>Minor Plat</th>
<th>$500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Plat</td>
<td>$600 + $25 per acre or portion thereof</td>
</tr>
<tr>
<td>Final Plat/Replat</td>
<td>$800 + $10 per lot</td>
</tr>
<tr>
<td>Preliminary/Final Plat</td>
<td>$800 + $25 per acre or portion thereof + $10 per lot</td>
</tr>
<tr>
<td>Amending Plat</td>
<td>$400</td>
</tr>
</tbody>
</table>

### Other Fees

<table>
<thead>
<tr>
<th>Additional Revisions</th>
<th>$50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plat Disapproval Reprocessing</td>
<td>$200</td>
</tr>
<tr>
<td>Applicant Extension Request</td>
<td>$200</td>
</tr>
<tr>
<td>Residential Replat Notification</td>
<td>$50</td>
</tr>
</tbody>
</table>

**DALLAS COUNTY FILING FEES AND REQUIREMENTS:**

- A minimum of one (1) mylar and two (2) black line 24" x 36" prints are required for filing with the County. The mylar will be returned to the City for our records whereas the County keeps the blacklined copies. Additional copies can be submitted for original signature if preferred.
- The applicant is responsible for **filing the plat and receiving the applicable tax certificates with the Dallas County** after obtaining city signatures.
- Please coordinate with the Planning Department if you have any questions. Contact the Dallas County at (214) 653-7811 or special.inventory@dallascounty.org for filing information and fees.

Please submit your plat/civils for review at: [www.cityofirving.org/4199](http://www.cityofirving.org/4199)
Initial Application
Applicant submits required documents via e-mail to planning@cityofirving.org. Applicant will be advised as to the date for the Planning and Zoning Commission Public Hearing.

Technical Committee Review
[Generally held every other Tuesday, staff only]
By the end of this respective week the applicant will receive their Technical Committee Review comments and their material submittal due date for the Planning Department through e-mail by their case manager.

Planning and Zoning Commission Public Hearing
[Generally held every first Monday of the month at 7 p.m. in the City Council Chambers at City Hall, 825 W. Irving Blvd.]
A Work Session takes place the day of the Public Hearing at 6 p.m. to review all items of the Public Hearing Agenda. It is recommended for the applicant or their representative to attend to be aware of any concerns or issues by the Commission which the applicant should address at the Public Hearing.

Approval

Disapproval
Applicant must fix noted issues and resubmit plat for next applicable Planning and Zoning Commission Public Hearing.

Approved Plat Filing
Once plat has been approved, the applicant/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.

Notes
1. The applicant is strongly recommended to engage an engineering firm capable of providing the engineering information required.
2. Plats only go to City Council following the Planning and Zoning Commission Public Hearing if private streets or the abandonment of easements are proposed.