

Plat Submission and Process Changes
In Compliance With HB 3167 (2019) and
Amendments to Chapter 212 of the Local Government Code
City of Irving

The below information is provided to ensure applicants are informed of the required changes and to provide expectations for the process in response to HB 3167.

Application Filing

1. An application must include all requirements for submission as provided in Part IV – Subdivisions in order to be accepted for filing.
2. It is highly recommended that infrastructure studies such as ISWM (stormwater), Traffic, and Utilities, including construction plans for Final Plats, are submitted to the appropriate department and approved prior to application submittal and filing (The Plat can be e-mailed at **civils@cityofirving.org** Currently these studies are often finalized during the plat review process, which is now limited).
3. A Plat Presubmittal Meeting is recommended.

Process

1. Each application will automatically be scheduled for a P&Z Commission meeting to be acted on within 30 days of the filing date. The P&Z Commission meetings are held on first and third Mondays of each month.
2. A Tech Letter will continue to be provided identifying the deficiencies and will provide the applicable section references.
3. The applicant may request one 30 day postponement in writing that may be approved by the P&Z Commission at its next scheduled hearing. The Commission is not required to approve your request. Neither Staff nor the P&Z Commission can postpone a plat. Ch 212 does not allow longer postponement periods.
4. Tech review comments are based on the first submission that will proceed to P&Z Commission for action. Comments not initially found will not be provided if the plat has not changed. However, if a revision submitted has been significantly altered from the original submission and causes new comments, it is considered a new project and revisions will need to be provided.
5. Legal mailed notices only for replats requesting exceptions will be sent within 10 days of the P&Z Commission hearing whether or not the plat is ready if no request for postponement is requested. Notices for replats with no exception requests will be sent after Approval.
6. A recommendation of Approval will be provided if all the studies are complete and regulations are met.
7. A plat for which no revisions were received before agenda posting will be sent to the P&Z Commission with a recommendation of Disapproval. Disapproval provides the opportunity to submit revisions one time under the same plat number.
8. A recommendation for Conditional Approval will only apply when a plat meets regulations but needs minor adjustments to form or scrivener's error.

If Approved:

1. The signed Certificate of Plat Approval will be provided on the plat.

If Disapproved:

1. The applicant may make revisions and submit a singular response. The resubmittal include a restatement of the deficiencies identified by staff, and below each shall provide a written response that states how the deficiencies were addressed. Staff will prepare the case for P&Z Commission action within 15 days.
2. A fee for the additional agenda processing is required if a plat is Disapproved.
3. If the deficiencies are not addressed and the case is heard within the required 15 days, a recommendation of Denial will be provided which will end the process. A plat cannot be approved that does not meet the requirements of Ch. 212, the City of Irving's Subdivision Ordinance, or other applicable law.

If more time needed:

1. Ch 212 does not allow for staff or P&Z Commission postponement but does allow for one 30 day voluntary postponement. This request will need to be in writing from the applicant and approved by the P&Z Commission.

For questions, please email Planning@CityofIrving.org or call 972-721-2424.

**Acknowledgment of Receipt of
Plat Submission and Process Changes
In Compliance With HB 3167 (2019)**

Proposed Plat/Subdivision Name _____

Date _____

Applicant name printed _____

Signed _____

I acknowledge that I have received, read, and understand the process changes as required by the City of Irving in response to HB 3167 regarding amendments to Chapter 212 of the Local Government Code.

These amendments limit the amount of time in which a plat has to be acted upon.

Due to the limited processing time provided by HB 3167, I understand that it is recommended that the infrastructure studies be completed prior to filing of the application and the possible actions that may be taken by the Planning and Zoning Commission.