





PLAT REQUIREMENTS		REQUIRED BY:		✓
		PRELIM.	FINAL	
APPLICATION:				
1.	An application for subdivision, with all items completed should be submitted.	S 1.13.1, b	Ch. 212.006* S 1.13.2, b	
The following filing fees shall apply:				
2.	Preliminary Plat - \$600 + \$5 per acre (or part of an acre)	S 1.13.9	S 1.13.9	
3.	Final Plat or Replat - \$600 + \$5 per lot	S 1.13.9	S 1.13.9	
4.	Preliminary/Final Plat - \$600 + \$5 per acre (or part of an acre) + \$5 per lot	S 1.13.9	S 1.13.9	
5.	Additional Revisions or Residential Replat Notification - \$50	S 1.13.9	S 1.13.9	
6.	Amending Plat - \$400	S 1.13.9	S 1.13.9	
7.	Plat Disapproval Reprocessing or Applicant Extension Request - \$200		LGC Sect.212.0095 (LGC Sect.212.009 b-2)	
8.	Two (2) copies of each plat should be submitted for initial check and DVD or Flash Drive with PDF documents			
9.	As a precedent of filing every preliminary/final or final plat shall be duly acknowledged by the owner or by a duly authorized agent of the owners or proprietors, in the manner required for the acknowledgment of deeds. (Each print must bear original signatures and notarizations. Reproduced signatures and notarization are not acceptable.)	Ch. 212.004c* S 1.13.2, d	Ch. 212.004c* S 1.13.2, d	
10.	Ratification by lien holders will also be required where such plat contains dedications.	S 1.13.2, h-8	S 1.13.2, h-8	
11.	The city shall not accept for filing a plat which plats only a part but not all of a previously platted lot, thus creating a partial lot replat. The applicant must provide a deed tracing the ownership of the property back to 1980, to prove the lot was in this configuration prior to that time. If the applicant is the one who divided the ownership of the previously platted lot after 1980 or is responsible therefor, his present plat shall be denied unless he amends to bring in the entirety of the previously platted lot.		S 1.13.2, d, d-1, d-2	
12.	The subdivider shall file, with the final plat, a certificate showing that all city taxes have been paid on the tract to be subdivided and that no delinquent city taxes exist against the property.		S 1.13.2, g	
13.	If the plat is acknowledged by a person other than the owner of the land, the agent shall attach an affidavit of the owner, duly acknowledged, which reflects that the agent or person acknowledging the plat has been so authorized.	Ch. 212.004c* S 1.13.2, h-8	Ch. 212.004c* S 1.13.2, h-8	
14.	Drawn in ink.		S 1.13.2, h	
15.	Drawn on 24" x 36" sheets.	S 1.13.1, c	S 1.13.2, h	
16.	Scale of 1"=100' or greater, and indicated on the plat.	S 1.13.1, c	S 1.13.2, h	
17.	Date of plat's preparation.	S 1.13.1, c-1	S 1.13.2, h-1	
18.	True north point	S 1.13.1, c-1	S 1.13.2, h-1	

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19.	Title or name of proposed subdivision (including <u>type</u> of plat).	S 1.13.1, c-1	S 1.13.2, h-1	
20.	Name of owner, engineer and surveyor.	S 1.13.1, c-1		
21.	A plat showing the location of the tract.	S 1.13.1, c-1	S 1.13.2, h-2	
ITEMS 22-42 SHOULD BE SHOWN ON OR ADJOINING ANY PART OF THE LAND TO BE SUBDIVIDED:				
22.	Existing boundary lines of the area to be subdivided.	S 1.13.1, c-2	S 1.13.2, b	
23.	Proposed boundary lines of the area to be subdivided.	S 1.13.1, c-2	S 1.13.2, h-2	
24.	Zoning district lines of area to be subdivided.	S 1.13.1, c-2	S 1.13.2, b	
25.	Zoning district lines of adjacent properties.	S 1.13.1, c-2	S 1.13.2, b	
26.	Acreage of land to be subdivided or platted.	S 1.13.1, c-2	S 1.13.2, b	
27.	Adjacent property lines	S 1.13.1, c-2	S 1.13.2, b	
28.	Names of owners of adjacent properties.	S 1.13.1, c-2	S 1.13.2, b	
29.	Location of center lines of existing water courses.	S 1.13.1, c-3	S 1.13.2, b	
30.	Location of center line of other similar drainage features.	S 1.13.1, c-3	S 1.13.2, b	
31.	Location of center line of transportation features (streets, alleys, railroads, etc.)	S 1.13.1, c-3	S 1.13.2, b	
32.	Location, right-of-way width and pavement width of existing streets on or adjoining any part of the land to be subdivided or platted.	S 1.13.1, c-4	S 1.13.2, b	
33.	Location, right-of-way width and pavement width of existing alleys on or adjoining any part of the land to be subdivided or platted.	S 1.13.1, c-4	S 1.13.2, b	
34.	Location and size of existing easements on or adjoining any part of the land to be subdivided or platted.	S 1.13.1, c-4	S 1.13.2, b	
35.	Location and size of existing lots on or adjoining any part of the land to be subdivided or platted.	S 1.13.1, c-4	S 1.13.2, b	
36.	Location and size of existing public areas on or adjoining any part of the land to be subdivided or platted.	S 1.13.1, c-4	S 1.13.2, b	
37.	Location and size of existing sanitary sewer within the land to be subdivided or platted and on land immediately abutting such land.	S 1.13.1, c-6	S 1.13.2, b	
38.	Location and size of existing storm sewer within the land to be subdivided or platted and on land immediately abutting such land.	S 1.13.1, c-6	S 1.13.2, b	
39.	Location and size of existing open drainage ditches within the land to be subdivided or platted and on land immediately abutting such land.	S 1.13.1, c-6	S 1.13.2, b	
40.	Location and size of existing water mains within the land to be subdivided or platted and on land immediately abutting such land.	S 1.13.1, c-6	S 1.13.2, b	

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41.	Location and size of existing culverts within the land to be subdivided or platted and on land immediately abutting such land.	S 1.13.1, c-6	S 1.13.2, b	
42.	Location and size of existing underground structures within the land to be subdivided or platted and on land immediately abutting such land.	S 1.13.1, c-6	S 1.13.2, b	
43.	Location and size of existing drainage structures within the land to be subdivided or platted and on adjoining tracts.	S 1.13.1, c-5	S 1.13.2, b	
44.	The number of acres draining into or through the proposed subdivision: Recommendation: "No concentration of surface flow greater than 10 cfs shall be allowed to enter any street right-of-way or adjacent property."	S 1.13.1, c-5	S 1.13.2, b	
45.	The names, locations, widths and dimensions of proposed streets.	S 1.13.1, c-7	S 1.13.2, b	
46.	The names, locations, widths and dimensions of proposed alleys.	S 1.13.1, c-7	S 1.13.2, b	
47.	Proposed easements and their purpose: (Including proposed sight easements, recommended: "Nothing at an elevation greater than top-of-curb plus two feet allowed in area except single trunk trees pruned to a height of seven feet. Trees are to be of such size and so spaced that a visual obstruction that represents a traffic hazard is not created. No parking allowed in area.")	S 35-6, c-7	S 1.13.2, b	
48.	Location, width and dimensions of proposed drainage facilities	S 1.13.1, c-7	S 1.13.2, b	
49.	Names, location, width and dimensions of proposed parks.	S 1.13.1, c-7	S 1.13.2, b	
50.	Location and dimensions of proposed lot lines.	S 1.13.1, c-7	S 1.13.2, b	
51.	Location, width and dimensions of proposed building setback lines	S 1.13.1, c-7	S 1.13.2, b	
52.	Location, width and dimensions of all proposed public spaces.	S 1.13.1, c-7	S 1.13.2, b	
53.	Topographical information with contours at one-foot intervals referred to city datum with reference to benchmark where available.	S 1.13.1, c-8	S 1.13.2, b	
54.	Contours shall fall within one-third of a contour interval of their true location.	S 1.13.1, c-8	S 1.13.2, b	
55.	Contour intervals of five (5) feet may be allowed if the terrain is steep enough to warrant these intervals and when approved by the city engineer.	S 1.13.1, c-8	S 1.13.2, b	
56.	Every plat including within its boundaries property within an area of special flood hazard under Ordinance No. 3549, the Flood Damage Prevention Ordinance, shall be designed in accordance with the standards established in said ordinance and shall include on the face of the plat any base flood elevation established thereunder and any floodway or other easements necessary thereunder.		S 5.3.1, c	
57.	Distance and bearings of one (1) of the corners of the boundary of the proposed subdivision to the nearest intersection of existing streets or roads or to an original corner of the original survey of which it is a part or to a corner of an approved, recorded subdivision or plat or equivalent means.	S 1.13.1, c-9	S 1.3.2, h-2	
58.	Correct legal description of the property being subdivided, including lot and block; and metes and bounds.		Ch. 212.004b, 1* S 1.13.2, h-6	
59.	A statement signed and acknowledged by the owner dedicating all streets, alleys, easements, parks and other spaces to public use and indicating the purpose of each.		S 1.13.2, h-6	

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60.	If the subdivider has made provision for perpetual maintenance of areas, dedication should be to the inhabitants or ultimate user of the subdivision.		S 1.13.2, h-6	
61.	A certificate bearing the original signature and seal of the surveyor who made the survey certifying that he has accurately surveyed such subdivision and attesting to the accuracy of the survey and the correct location of all monuments shown, and that the lots, blocks, streets, avenues, alleys and public ways and grounds are accurately staked and marked.		S 1.13.2, h-7	
62.	The location of all permanent monuments, control points, and suitable primary control points to which all dimensions, bearings and similar data shall be referred.		S 1.13.2, h-4	
63.	Sufficient data to determine readily and reproduce on the ground the location, bearings and length of every curved or straight street line.		S 1.13.2, h-4	
64.	Lot line and numbering within new subdivisions shall conform to current city standards. All portions of a plat shall be within a lot except public streets.		S 5.2.2, 5.2.3	
65.	Boundary line.		S 1.13.2, h-4	
66.	Block line and numbering within new subdivisions shall conform to current city standards. All portions of a plat shall be within a lot and block except public streets.		S 1.13.2, h-4	
67.	Building lines.		S 1.13.2, h-4	
68.	Zoning district lines.		S 1.13.2, h-4	
69.	Data shall include the radius, central angle and tangent distance for the property lines of curved streets and curved property lines.		S 1.13.2, h-4	
70.	Linear dimensions shall be given to the nearest one and one-hundredths (1/100) of a foot.		S 1.13.2, h-4	
71.	All bearings and angles shall be shown to the nearest minute.		S 1.13.2, h-4	
72.	Deflection angles, radii, tangents, central angles of curves and the chords and arcs of curves shall be shown and all bearings shall be true bearings.		S 1.13.2, h-4	
73.	Statement and signature block for the Planning and Development Director attesting to the approval of the plat if administrative approval is allowed.		S.1.13	
74.	Statement and signature block for the chairman of the planning and zoning commission and the Planning and Development Director attesting to the approval of the plat if city council action is NOT required.		S.1.13	
75.	Statement and signature block for the mayor and city secretary attesting to the approval of the plat if city council action IS required.		S.1.13	
76.	All necessary avigation easements or releases may be obtained as a condition of approval of any subdivision plat.		S 5.5.4	
77.	No tract of land owned by one person, partnership, corporation, joint venture, trust or other entity, or owned under the undivided ownership of more than one entity shall be subdivided so that less than five (5) acres of the tract remains outside of a plat; the remainder must be platted.		S 1.4.2, h	

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78.	If within the preceding five (5) years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot; Notice of the hearing shall be given before the 15th day <u>BEFORE</u> the date of the hearing.		Ch. 212.015*	
79.	Street right-of-way widths shall be in conformity with the requirements of the master street plan.		S 5.4.5, a	
80.	Subdivisions need not follow a gridiron pattern. Courts, dead-end streets or other arrangements may be provided if proper access is given to all lots from a dedicated street or court.	S 5.4.5, b	S 5.4.5, b	
81.	When land proposed to be subdivided or platted is partially or totally bounded on one or more sides by a street having a width less than that specified in Section 35-20, such land shall be laid out so as to provide the specified street widths. One-half of the additional right-of-way required shall be provided by the owner of the property on each side of the existing street.	S 5.4.5, d	S 5.4.5, d	
82.	Streets of new subdivisions or plats shall be in line with existing streets in adjoining property to provide for the continuation of existing streets insofar as they may be deemed necessary for public use. except where the master plan, topography, requirements of traffic circulation or other consideration make it desirable to depart from such alignment.	S 5.4.4	S 5.4.4	
83.	All subdivisions shall conform to the master plans and design criteria of the city.	S 5.3.1, e	S 5.3.1, e	
Minimum Street Widths:				
84.	Major Streets – ROW shall not be less than eighty (80) feet in width.	S 5.4.5**	S 5.4.5**	
85.	Secondary streets – 62-66 feet ROW	S 5.4.5**	S 5.4.5**	
86.	Minor streets – 52 feet ROW	S 5.4.5**	S 5.4.5**	
87.	The width of paving between the back of curbs of undivided minor streets shall be at least thirty-one (31) feet.	S 5.4.5**	S 5.4.5**	
88.	The width of paving between the back of curbs of secondary streets shall be at least forty-five (45) feet.	S 5.4.5**	S 5.4.5**	
89.	The width of paving between the outside curbs of major streets shall be at least sixty-two (62) feet.	S 5.4.5**	S 5.4.5**	
90.	Dead-end streets shall terminate in a cul-de-sac having a minimum radius of fifty (50) feet for automobile turnaround, as required by the City.	S 5.4.5, b	S 5.4.5, b	
91.	Alleys where provided shall be at least fifteen (15) feet wide and shall have pavement at least nine (9) feet wide.	S 5.4.6	S 5.4.6	
92.	Each lot within a subdivision shall abut upon a dedicated public street.		S 5.3.1, f	
93.	Generally, side lot lines shall be approximately at right angles to straight street lines or radial to curved street lines.	S 5.3.4, a	S 5.3.4, a	
94.	Street and alley arrangement shall be such as to not cause hardship to owners of adjoining property in platting their own land and providing convenient access to it.		S 5.4.7	
95.	Lots with double frontage shall be avoided except where lots rear upon a major street, freeway or expressway, or except where, in the opinion of the city engineer, a variation of this rule will provide a better street and lot layout.		S 5.3.4, a	

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96.	Front building lines conforming with the zoning regulations of the city or with any land use plan for the metropolitan area adopted by the city council or other building lines as required by the Planning and Development Department shall be shown on all lots.		S 5.3.4, b	
97.	Access easement: "R-ZL" zoning districts require an access easement of five (5) feet on adjacent property as indicated in Appendix IIIB-10. The following plat statement is recommended: "All easement shown hereon are for the private use and benefit of the respective owners of the lots adjacent to said easements."	S 2.4.9, S 5.5.2	S 2.4.9, S 5.5.2	
98.	No lot shall have an area, lot depth, or lot width less than that required by the zoning regulations of the city.	S 5.3.5	S 5.3.5	
99.	All corner lots shall be at least seventy-five (75) feet wide, except corner lots adjacent to a segment of a side street upon which no property fronts; such segment is defined as that portion of a street between one (1) street intersection and the next intersection.	S 5.3.5, b	S 5.3.5, b	
101.	Residential blocks shall not be longer than sixteen hundred (1,600) feet or shorter than six hundred (600) feet measured along the centerline of the block between cross streets, except blocks that front a street or rear upon a major street, freeway, expressway, railroad, creek, river, public school site or park. A variance from the requirement of block length may be granted in cases of unusual topography or shape of the plat boundary.	S 5.3.2, b	S 5.3.2, b	
102.	When the owner or developer of a subdivision or lot installs a wall or fence between the development and an adjoining street, then such construction is considered to be improvements to lot and the installation of sidewalks are required with this wall or fence. (Regardless of whether the property has been platted, the building permit applicant will be responsible for the installation of sidewalks. The city shall withhold utilities from the house or building involved until such sidewalks have been constructed.)	S 5.4.8, d	S 5.4.8, d	
103.	Sidewalks shall be constructed across the entire width of each lot upon which a new house or building is to be constructed in the city on the inside lots, and in front of and along each street abutting the lot upon which a new house or building is to be constructed in the city. Such required construction of sidewalks shall be conditions precedent to the issuance of a certificate of occupancy or final building inspection.	S 5.4.8, b, c	S 5.4.8, b, c	
104.	Block widths shall be such as to allow for two (2) tiers of lots back to back, except where abutting a street to which access to the lot is prohibited, or where prevented by topographical conditions or size of the property.	S 5.3.3	S 5.3.3	
105.	Except where alleys are provided, easements for public utilities shall be provided and dedicated to the public on each side of all rear lot lines and side lot lines where necessary for public use.	S 5.5.2, a	S 5.5.2, a	
106.	All easements shall have a total width of not less than ten (10) feet, and where two (2) lots have a common lot line, except where warranted by unusual conditions, one-half of the required width of an easement shall be upon each lot.	S 5.5.2, b	S 5.5.2, b	
107.	Easements of greater width may be required along or across lots where necessary for the extension of main sanitary sewers or other utilities or where both water and sanitary sewer lines are located in the same easement.	S 5.5.2, c	S 5.5.2, c	
108.	Easements for public utilities as required by the city shall be provided for and dedicated in the front of lots adjacent to street rights-of-way.	S 5.5.2, d	S 5.5.2, d	
109.	Easements for drainage purposes shall be provided and dedicated to the public in all subdivisions and plats of adequate width and size to prevent flooding of the lots and for the ultimate drainage area. The city may withhold approval of the final plat until such easements are obtained and dedicated.	S 5.5.3	S 5.5.3	

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96.	Front building lines conforming with the zoning regulations of the city or with any land use plan for the metropolitan area adopted by the city council or other building lines as required by the Planning and Development Department shall be shown on all lots.		S 5.3.4, b	
110.	Computations to determine whether the lots, land, or subdivision will be flooded by rainfall and the sizes of drainage facilities adequate to prevent flooding shall be based upon the standards and specifications in NCTCOG-iSWM.	S 5.6.3, b	S 5.6.3, b	
111.	Enclosed storm sewers, open drainage ditches, bridges and culverts of a permanent design, adequate to carry off such rainfall, shall be installed by the subdivider throughout the entire length of the drainage area within the subdivision in accordance with plans and specifications approved by the city engineer and constructed under his supervision.	S 5.6.3, c	S 5.6.3, c	
112.	New streets, whether public or private, shall be named so as to provide continuity of names with existing streets.	S 5.4.3, a	S 5.4.3, a	
113.	New streets, whether public or private, shall be named so as to not conflict with identical or similar names of existing streets, whether public or private in other parts of the city.	S 5.4.3, b	S 5.4.3, b	
114.	Names of all public or private streets are subject to approval by the city.	S 5.4.3, c	S 5.4.3, c	
115.	Reserve strips controlling access to public streets shall be prohibited except where such control is definitely placed under the jurisdiction of the city.	S 5.4.5, c	S 5.4.5, c	
116.	A half street along adjoining property which has not been subdivided may be shown on the preliminary plat of an entire subdivision, but no lots abutting upon such half street shall be included in the final plat of such subdivision as approved.	S 5.4.5, e	S 5.4.5, e	
117.	All streets, curbs, gutters, sidewalks, bridges, culverts, enclosed storm sewers, open drainage ditches and drainage structures, water and sanitary sewer lines, and other public improvements and utilities (collectively referred to in this section as "improvements") necessary for the health, safety, and welfare of the city are required to be installed or constructed within a subdivision or plat, and shall be installed and constructed in accordance with the city's standards and specifications currently in effect at the time the plat is filed. Specifications for improvements shall be as reasonably determined by the director of the Capital Improvement Program ("CIP") department or designee.	S 5.1.3, a	S 5.1.3, a	
118.	Outside City. All streets, curbs, gutters, sidewalks, bridges, culverts, enclosed storm sewers, open drainage ditches and drainage structures and other public improvements required to be installed or constructed within a subdivision or plat outside the city but within five (5) miles of the corporate limits of the city shall be installed and constructed in accordance with the standards and specifications therefor adopted by the city or the commissioner's court of the county, whichever may have jurisdiction over the specific matter.	S 5.1.3, c	S 5.1.3, c	

Notes:

*All according to Texas\ Local Government Code, Chapter 212 and City of Irving Unified Development Code.

**See [Comprehensive Plan Master Thoroughfare Plan \(2019\)](#)

Revised 7/28/2021