

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES  
900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202  
Main: 214.653.6565 Fax: 214.653.6752  
[development@dallascounty.org](mailto:development@dallascounty.org)

**PLAT TYPE:**             Preliminary Plat         Final Plat     Re-Plat         Variance

**COMMISSIONER'S DISTRICT:**         1             2             3             4

**FLOOD PLAIN:**     No             Yes    If yes, include FIRM: \_\_\_\_\_

(Map Panel No., Suffix, Date & Zone)

**UNINCORPORATED AREA COMMUNITY NAME:** \_\_\_\_\_

## PROPERTY INFORMATION

Site Address/ General Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Acres: \_\_\_\_\_                      Waste Provider: \_\_\_\_\_

Water Provider: \_\_\_\_\_                      Waterline Size: \_\_\_\_\_

**Is Property Platted?**                       Yes                       No

\*If yes, provide copy of previously recorded plat\*

**Is Property being subdivided?**         Yes                       No

If yes, into how many lots?: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant / Agent Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES  
900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202  
Main: 214.653.6565 Fax: 214.653.6752  
[development@dallascounty.org](mailto:development@dallascounty.org)



Email Address: \_\_\_\_\_

### OWNER INFORMATION

Property Owner's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTARY STATEMENT

The information contained on this application, to the best of my knowledge and belief is true and correct. I certify that I obtained legal consent from the property owner to submit this application, either for myself as the property owner, or an agent acting on behalf of the property owner. Falsifying this document may void any approvals and lead to prosecution. I also understand that it may be necessary for either of the above to be present at any meetings, as directed by staff.

Owner/Agent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_ on this day \_\_\_\_\_ personally, \_\_\_\_\_ appeared known to me or proved to me through \_\_\_\_\_, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that it executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES  
900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202  
Main: 214.653.6565 Fax: 214.653.6752  
[development@dallascounty.org](mailto:development@dallascounty.org)



\_\_\_\_\_  
Notary Public Signature

Place seal here

## PRELIMINARY PLAT REQUIREMENTS

Preliminary Plats shall show, or be accompanied by the following information:

- (1) the name, address, and telephone number of the developer. A developer that is a corporation, partnership or any other entity shall include the name, address, and the nature and extent of interest or ownership held by each listed person or entity.
- (2) the name, address, telephone number, and registration numbers of the Texas R.P.L.S., and Texas P.E., per the current requirements of the TBPLS, and the TBPE, respectively.
- (3) the proposed name of the subdivision, and the names, locations, lengths, width, and dimensions of all proposed and existing streets within the property including locations of all proposed Stop Signs.
- (4) the location of the existing boundary lines in sufficient detail to accurately locate the property.
- (5) the description, location, width, and dimensions of proposed and existing utility and pipeline easements within and adjacent to the property.
- (6) the name, location and dimensions of all adjacent subdivisions and streets.  
Where there are no adjacent subdivisions, the Preliminary Plat shall show:
  - (a) the name of all adjacent property owners with the volume and page of recordation.
  - (b) the location and distance to the nearest subdivisions, and how the streets in the proposed subdivision may connect with those in the nearest subdivisions or other roads in the area.
- (7) existing and proposed contour lines at the following intervals:
  - (a) when the land has less than a five percent (5%) slope, the contour interval shall not be greater than two feet (2').

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES  
900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202

Main: 214.653.6565 Fax: 214.653.6752

[development@dallascounty.org](mailto:development@dallascounty.org)



- (b) when the land has more than a five percent (5%) slope, the contour interval shall not be greater than five feet (5').
- (8) the exact location, dimensions, description and flowline of all existing and proposed drainage structures.
- (9) location of the Base Flood Elevation (BFE) and all lots, or any part of a lot, that lies within BFE.
- (10) the existing drainage areas upstream of the proposed subdivision, along with the drainage calculations of the amount of water coming into, across, and leaving the subdivision in sufficient detail to show any changes in the BFE across the proposed subdivision, and on the property both upstream and downstream from the proposed subdivision.
- (11) the location of an existing gas well and/or the location of reservation of property for future drill site.
- (12) the date the Preliminary Plat was prepared.
- (13) a north arrow and the graphic scale of the Preliminary Plat.
- (14) a location or vicinity map showing the location of the proposed subdivision within the county and to the nearest Incorporated Areas with a north arrow and graphic scale of the vicinity map.
- (15) Preliminary water and wastewater plans if applicable.
- (16) Execution of a Waiver of Takings Impact Assessment (TIA).

## FINAL PLAT REQUIREMENTS

In addition to the requirements for Preliminary Plats, Final Plats shall show or be accompanied by the following information:

- (1) The name of the subdivision, the names of the streets, the date that the Plat was prepared, a north arrow and a graphic scale.

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

### DEPARTMENT OF UNINCORPORATED AREA SERVICES

900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202

Main: 214.653.6565 Fax: 214.653.6752

[development@dallascounty.org](mailto:development@dallascounty.org)



- (2) sufficient data to reproduce, on the ground, the bearing, length, and width of all streets, blocks, lots and easements including locations of all proposed Stop Signs. Curves on streets, blocks and easements shall include the radius, length and central angle of the curve. Curves on lots shall show the radius and length of the curve.
- (3) the accurate location of adjacent subdivision streets, blocks, lots and easements, or the property owner if the adjacent land is undeveloped.
- (4) the number of all lots and blocks arranged in a systematic order, and clearly shown on the Plat in distinct and legible figures.
- (5) the BFE as identified on the most current County Flood Insurance Rate Map (FIRM) published by the FEMA.

### **Subdivisions that are located in a flood zone as shown on the current FIRM for County will have the following requirements:**

- (a) Permanent type benchmarks shall be set in appropriate locations with the description and elevation shown on the Plat. The elevation of the benchmark shall be tied to a benchmark shown on the FIRM panel.
- (b) All subdivision proposals shall be consistent with the County's Floodplain Management Regulations and Development Permit requirements.
- (c) Contours at one-foot (1') intervals shall be shown on the Plat.
- (d) The finished floor elevation must be shown for each lot located in or partially in the floodplain.

The developer shall submit to the Director the original and seven (7) blackline copies of

- the Final Plat executed by the developer and the Texas R.P.L.S. for Commissioners Court approval.
- Final Plats shall be drawn on a 22" x 34" mylar sheet at a scale of 1" = 200', or upon prior approval of the Director.

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

### DEPARTMENT OF UNINCORPORATED AREA SERVICES

900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202

Main: 214.653.6565 Fax: 214.653.6752

[development@dallascounty.org](mailto:development@dallascounty.org)



### **The following note shall appear on the Final Plat:**

Floodplain / Drainage Way Maintenance and Easements: The existing creek, stream, river or drainage channel traversing along or across portions of this addition will remain unobstructed at all times and will be maintained by the adjacent property owner, or the Home Owners Association, if applicable. The County will not be responsible for the maintenance, erosion control, and / or operation of said drainage ways and easements. The home owners shall keep the adjacent drainage ways and easements traversing their property clean and free of debris, silt or other substances which would result in unsanitary conditions, and the County shall have the right of entry for the purposes of inspecting the maintenance work by the property owners. The drainage ways are occasionally subject to storm water overflow damages resulting from the storm water overflow and / or bank erosion that cannot be defined. The County shall not be liable for any damages resulting from the occurrence of these phenomena, nor the failure of any structures within the drainage ways. The drainage way crossing each lot is contained within the floodplain / drainage easement line as shown on the Plat.

- (6) a legal description of the property, and locate the same with respect to an original corner of the original survey of which it is a part, and the number of acres being subdivided; describe the basis for bearings and identify a minimum of two (2) control monuments tied to the Texas State Plane Coordinate System.

All blocks, corners, and angles shall be marked in accordance with minimum standards set forth by the TBPLS. All corners shall be marked with caps stamped with the Texas R.P.L.S. and / or company name per current requirements of the TBPLS.

- (7) the location of an existing gas well and / or the location of reservation of property for future drill site.
- (8) a dedication, by the developer, of all streets, roadways, alleys, utility easements, parks and other land intended for public use, and the developer's certification that all parties with any interest in the title to the subject property have joined in such dedication, duly executed, acknowledged and sworn to by said developer before a Notary Public.
- (9) the following statement shall appear on any Plat containing private streets, drives, emergency access easements, recreation areas and open spaces:

Note: The County shall not be responsible for maintenance of private streets, drives, emergency access easements, recreation areas and open spaces; and the owners shall be

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

### DEPARTMENT OF UNINCORPORATED AREA SERVICES

900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202

Main: 214.653.6565 Fax: 214.653.6752

[development@dallascounty.org](mailto:development@dallascounty.org)



responsible for the maintenance or private streets, drives, emergency access easements, recreation areas and open spaces, and said owners agree to indemnify and save harmless County, from all claims, damages and losses arising out of or resulting from performance of the obligations of said owners set forth in this paragraph.

(10) the name, address, telephone number, and registration number of the Texas R.P.L.S. per the current requirements of the TBPLS.

(11) the seal and dated signature of the Texas R.P.L.S. responsible for surveying the subdivision and preparation of the Final Plat.

(12) a space for the approval of the Commissioners Court as follows:

“As Approved by Court Order No. \_\_\_\_\_ dated \_\_\_\_\_ by \_\_\_\_\_ the Commissioners Court”.

(13) a signatory line for the County Judge.

(14) a signatory line for the Director.

(15) a space for the certification of the DCHHSD as follows:

**“DALLAS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT’S CERTIFICATION:**

I hereby certify that the water and on-site wastewater facilities described on this Final Plat conform to applicable health laws of the State of Texas. This Final Plat meets current Dallas County requirements related to water supply, septic systems, lot sizes, and site evaluation. This does not constitute license, permit, or approval of any specific individual private water facility or private On Site Sewerage Facility (OSSF) system design or installation.

\_\_\_\_\_  
Director of Dallas County Health and Human Services Department”  
(16) Add the following:

(a). All Utility Easements shall be privately owned and maintained - County shall not own nor maintain these Utility Easements.

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

### DEPARTMENT OF UNINCORPORATED AREA SERVICES

900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202

Main: 214.653.6565 Fax: 214.653.6752

[development@dallascounty.org](mailto:development@dallascounty.org)



(b). Tree planting and other landscape features should be located entirely on private property or on a parallel landscape easement due to the lack of space on the R.O.W. for such treatment.

### Pre-Addressing

- A. In the case of a subdivision plat, the applicant shall provide the Dallas County addressing coordinator with a plat showing the proposed addresses (pre-addressed) with proposed street names for review by the Addressing Coordinator.
- B. Each lot will have an address number assigned to the center of the lot's road frontage based on the standard addressing interval. Where a more precise planned structure or driveway location is known, that location will be used instead of the center of the lot's road frontage, for those specific lots where such information is available. Where structures with existing addresses are present in a subdivision being pre-addressed, the lots where addressed structures already exist will not be pre-addressed.
- C. Corner lots and other lots with road frontage on multiple roads may be assigned multiple tentative address numbers, one for each road the lot has road frontage on. The official address will be assigned by the addressing coordinator when a structure is placed on the lot, with the address being determined by which road the structure is accessed from.
- D. If multiple buildings are placed on the same lot the first structure built will be given the predetermined address number and any additional structures will be addressed separately based on the guidelines within this document.
- E. If it is determined by the addressing coordinator that the plat will not be pre-addressed, the plat will be retained for reference purposes and each structure will be addressed individually as they are constructed, based on the guidelines within this document. SEE ATTACHMENT E – SUBDIVISION STREET NAMES.



# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES  
900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202  
Main: 214.653.6565 Fax: 214.653.6752  
[development@dallascounty.org](mailto:development@dallascounty.org)



## PRIVATE ROAD NAME REQUEST FORM

Dallas County 911 Addressing  
411 Elm Street, 4<sup>th</sup> Floor  
Dallas, TX 75202  
(214) 653-7351 Fax (214) 653-6445

Current road name (if applicable): \_\_\_\_\_

Commissioner Precinct#: \_\_\_\_\_

Proposed New Road name (list 3 possible road names in order of preference):

Name Option 1: \_\_\_\_\_

Name Option 2: \_\_\_\_\_

Name Option 3: \_\_\_\_\_

Reason for request: \_\_\_\_\_

---

Description of Road's Location (attach additional pages, map, or sketch if necessary):

Please include the NAME, SIGNATURE, DATE, MAILING ADDRESS, and 911 PROPERTY ADDRESS FOR ALL property owners who use the Road as their primary property access. (It is the responsibility of the person submitting the request to ensure all required signatures are obtained, failure to do so may delay or invalidate the request)

# SUBDIVISION PLAT APPLICATION



## DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES

900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202

Main: 214.653.6565 Fax: 214.653.6752

[development@dallascounty.org](mailto:development@dallascounty.org)



Affected Property Owner (Printed Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address (If applicable): \_\_\_\_\_

I am a property owner directly impacted by this request and agree to the above request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Affected Property Owner (Printed Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address (If applicable): \_\_\_\_\_

I am a property owner directly impacted by this request and agree to the above request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach additional sheets as necessary to include ALL Property Owners that will access their property along this road.