

Article 2 – Platting Policies

Sec. 2.6 - Procedures for approval of subdivisions.

- (a) Development assistance committee (DAC) comments. All plats accepted for review shall be examined by the DAC for compliance with city ordinances. The DAC may make comments to assist the developer in meeting the requirements of this appendix. The plat will be forwarded to the commission and council [when applicable](#) for consideration along with any DAC comments that have not been addressed. All DAC comments must be addressed or waived through a variance request before the plat will be recorded. Failure of the DAC to make specific comments does not relieve the property owner from compliance with all ordinances.

(1)The plat will be forwarded to the commission either upon determination of compliance with all DAC comments, or with outstanding DAC comments and a request for the commission to approve subject to the DAC comments.

(2)Appeals to ordinance requirements shall be submitted in writing to the administrative official.

- (b) Schedule. The plat shall be scheduled for consideration by the commission [or](#) city council within 30 days after the date the plat application is accepted. The plat application is considered accepted upon the determination that the plat either meets the ordinance or a variance to an ordinance requirement has been requested by the applicant and when all application fees are paid.

Article 3 – Plat Requirements

Sec. 3-2 – Preliminary Plats

Preliminary plat. The plat of any lot or lots of record that is not to be filed of record but is only a proposed division of land for review and study by the city. [A preliminary plat is generally required whenever an owner elects to subdivide a tract of land into five or more lots](#)

- (1) ~~Preliminary plat requirements~~ [Preliminary Plat Exemptions.](#)
- a. ~~Preliminary plat required for five or more lots. An owner who elects to subdivide a tract into five or more lots shall submit a preliminary plat to be processed and approved prior to submitting a final plat for approval and filing of record.~~ [Minor and Amending plats. Minor, amending, and plats that do not require the creation or modification of public improvements may be exempted from the requirements for a preliminary plat](#)
- b. ~~Preliminary plat for four or fewer lots.~~ [Final Plat.](#)
- ~~1.—An owner may submit a preliminary plat to be processed and approved prior to submitting a final plat for filing of record when subdividing such tract into four or fewer lots; or—~~
- ~~2.—An owner may elect to submit such plat as a minor plat in accordance with section 3.4, minor plat.~~ [The preliminary plat may be submitted simultaneously with a final plat application and acted upon as a final plat with the approval of the development advisory committee if it meets the following conditions:](#)

Does not require the acceptance of public infrastructure by the City prior to filing of the final plat;
and
Will be developed in a single phase.

(5) Approval of Preliminary Plats

a. Development assistance committee. The preliminary plat shall be examined by the DAC for compliance with city ordinances. The DAC may make comments to assist the developer in meeting the requirements of this appendix. Upon determination of the administrative official that the plat substantially meets the ordinance requirements, the preliminary plat will be forwarded to the planning and zoning commission for ~~consideration~~ approval. If all DAC comments have not been addressed prior to forwarding the plat to the planning and zoning commission, the preliminary plat will be forwarded to the commission with a recommendation for the commission to approve subject to DAC comments.

b. Planning and zoning commission. The planning and zoning commission shall, within 30 days of the date of application acceptance, approve, approve with conditions or disapprove the approval of the preliminary plat. If approved with modifications, the commission shall express its approval as approval with modifications and state the conditions of such approval, if any, or if denied, shall express its denial and its reasons therefor.

c. City council. The administrative official shall then only place the preliminary plat on the city council agenda ~~with a report summarizing the action of the commission~~ if an appeal of the planning and zoning commission's decision is made in writing by the applicant within 10 calendar days. If the decision is appealed ~~The~~ city council shall approve, approve with conditions or disapprove the approval of the preliminary plat.

d. Approval of preliminary plat. Approval of the preliminary plat shall not constitute final acceptance or approval of the subdivision but shall constitute authority to proceed with the final plat process as described in this appendix.

e. Approval of preliminary plat with conditions. If the preliminary plat is approved with conditions, the conditions shall be met before a final plat within the subdivision is processed.

f. Denial of preliminary plat. If the commission or city council denies the preliminary plat, no final plat shall be accepted. The developer, at any time thereafter, may submit a new design for approval, following the same procedures as required for the original application, including the payment of application fees.

Sec. 3-3 – Final Plats

Final plat. The final approved plat of any lot or lots to be recorded in the plat records of Johnson or Tarrant County.

(1) Final plat requirements. A final plat application may only be submitted if:

- a. The final plat substantially conforms to the approved preliminary plat, all preliminary plat DAC comments, and any and all conditions of approval of the preliminary plat.
- b. The final plat includes all or only a portion of the area of the approved preliminary plat; or
- c. The final plat may be submitted simultaneously with a preliminary plat application and acted upon as a final plat with the approval of the development advisory committee if it meets the following conditions;
Does not require the acceptance of public infrastructure prior to the filing of the final plat; and will be developed in a single phase. ~~Is submitted as a combined preliminary and final plat in accordance with section 3.5, combination plat~~
- d. If a subdivision is proposed in phases, each phase shall carry the name of the originally approved preliminary plat and shall bear a distinguishing letter, number or subtitle. Block numbers shall run consecutively throughout the entire subdivision.

(3) Approval of Final Plats

a. Development assistance committee. The final plat shall be examined by the DAC for compliance with city ordinances. The DAC may make comments to assist the developer in meeting the requirements of this appendix. Upon determination of the administrative official that the plat substantially meets the ordinance requirements, the final plat will be forwarded to the planning and zoning commission for consideration. If all DAC comments have not been addressed prior to forwarding the plat to the planning and zoning commission, the final plat will be forwarded to the commission with a recommendation for the commission to approve subject to DAC comments.

~~b. Plats within the city's extraterritorial jurisdiction. The planning and zoning commission is the approval authority for final plats within the city's extraterritorial jurisdiction and city limits. Planning and zoning commission.~~ The planning and zoning commission shall, within 30 days of the date of application acceptance, approve, approve with conditions or disapprove the final plat. If approved with conditions, the commission shall express its approval as approval with conditions and state the conditions of such approval, if any, or if denied, shall express its denial and its reasons therefor. Upon planning and zoning commission consideration, the following actions may occur:

1. If approved, plat may be recorded with the county upon completion of the items in subsection (4) (recording of final plats) below.
2. If approved with conditions, applicant may either address the conditions prior to recording with the county or appeal the conditions to the city council.
3. If denied, applicant may appeal the denial to the city council.

~~c. Plats within the city limits.~~

~~1. Planning and zoning commission. The planning and zoning commission is the recommending body for final plats within the city limits. The planning and zoning commission shall, within 30 days of the date of application acceptance, recommend approval, recommend approval with conditions or recommend disapproval of the final plat. If recommended for approval with conditions, the commission shall express its approval as approval with conditions and state~~

~~the conditions of such approval, if any, or if recommended for disapproval, shall express its disapproval recommendation and its reasons therefor.~~

~~2. City council. The city council is the approval body for final plats within the city limits. The administrative official shall place the final plat on the city council agenda with a report summarizing the action of the commission. The city council shall approve, approve with conditions or disapprove the final plat.~~

c. City council. The city council is the approval body for the appeal of any decision made in writing by the applicant on replats within the ETJ and city limits. The administrative official shall place the replat on the city council agenda with a report summarizing the action of the commission. The city council shall approve, approve with conditions or disapprove the final plat.

(4) Recording of final plats. Final plats shall be recorded within one year from the development assistance committee approval date. The DAC may extend the recording deadline by up to one year upon written request of the developer. The city shall record the plat with Johnson or Tarrant County when the following are complete:

- a. Three copies of the plat on mylar reproducible film or other permanent material have been executed by the owner and surveyor and submitted and the plat has been signed by the mayor and city secretary;
- b. All necessary fiscal agreements have been approved by the city;
- c. All fees have been received;
- d. The public works director has approved all engineering plans and specifications;
- e. An electronic or digital copy of plat drawing in a format acceptable to the city has been provided; and
- f. Original official tax certificates, showing no outstanding or delinquent taxes, from Tarrant or Johnson County for all parcels contained within the plat have been submitted;
- g. ~~A community facilities contract for the public infrastructure has been executed by the owner and contractor.~~ A community facilities contract for the public infrastructure has been executed by the developer and city.

Sec. 3-6 –Replat

(4) Approval of replats

- a. Development assistance committee. The replat shall be examined by the DAC for compliance with city ordinances. The DAC may make comments to assist the developer in meeting the requirements of this appendix. Upon determination of the administrative official that the plat substantially meets the ordinance requirements, the replat will be forwarded to the planning and zoning commission for consideration.

~~(b). Plats within the city's extraterritorial jurisdiction.~~ Planning and zoning commission. The planning and zoning commission is the approval body for replats within the city's extraterritorial jurisdiction and city limits. The planning and zoning commission shall, within 30 days of the date of application acceptance, approve, approve with conditions or disapprove the replat. If approved with conditions, the commission shall express its approval as approval with conditions and state the conditions of such approval, if any, or if denied, shall express its denial and its reasons therefor. Upon planning and zoning commission consideration, the following actions may occur:

1. If approved, plat may be recorded with the county upon completion of the items in subsection 3.3(4) (recording of final plats).
2. If approved with conditions, applicant may either address the conditions prior to recording with the county or appeal the conditions to the city council.
3. If denied, applicant may appeal the denial to the city council.

~~c. Replats within the city limits.~~

~~1. Planning and zoning commission. The planning and zoning commission is the recommending body for replats within the city limits. The planning and zoning commission shall, within 30 days of the date of application acceptance, recommend approval, recommend approval with conditions or recommend disapproval of the final plat. If recommended for approval with conditions, the commission shall express its approval as approval with conditions and state the conditions of such approval, if any, or if recommended for disapproval, shall express its disapproval recommendation and its reasons therefor.~~

~~2. City council. The administrative official shall then place the replat on the city council agenda with a report summarizing the action of the commission. The city council shall approve, approve with conditions or disapprove the replat, subject to the public hearing requirements in section 3.6(3) above.~~

(c). City council. The city council is the approval body for the appeal of any decision made in writing by the applicant on replats within the ETJ and city limits. The administrative official shall place the replat on the city council agenda with a report summarizing the action of the commission. The city council shall approve, approve with conditions or disapprove the replat.

(5) Final action.

a. Approval and recording of replats. If the commission and or council approve a replat, it shall be filed of record upon compliance with requirements of this appendix including compliance with all DAC comments and all conditions of approval.

(8) Recording of replat. Replats shall be recorded within one year from the city council approval date. The city council may extend the recording deadline by up to one year upon written request of the developer. The city shall record the plat with Johnson or Tarrant County when the following are complete:

- a. Three copies of the plat on mylar reproducible film or other permanent material have been submitted and the plat has been signed by the mayor and city secretary;
- b. All necessary fiscal agreements have been approved by the city;
- c. All fees have been received;
- d. The public works director has approved all engineering plans and specifications, if applicable;
- e. An electronic or digital copy of plat drawing in a format acceptable to the city has been provided;
- f. Original official tax certificates, showing no outstanding or delinquent taxes, from Tarrant or Johnson County for all parcels contained within the plat have been submitted; and
- g. ~~A community facilities contract for the public infrastructure has been executed by the owner and contractor, if applicable.~~ A community facilities contract for the public infrastructure has been executed by the developer and city.