



City of Dallas

# ADMINISTRATIVE PLAT APPLICATION

DEVELOPMENT SERVICES, SUBDIVISION SECTION  
320 E. JEFFERSON BLVD., ROOM 115  
DALLAS, TX 75203  
TELEPHONE: (214)948-4335 OR (214)948-4454

If you are applying for approval of an "Administrative Plat" as permitted in Section 51A-8.403(c) of the Dallas Development Code, please check off all of the following conditions which apply to your plat.

1. **Minor Amending Plat** – a plat changing a previously approved and recorded plat that does not increase or decrease the number of lots by one or more of the following (Note: a certificate of correction may be used to make the corrections listed unless the Subdivision Administrator determines that a sketch is needed for clarity, in which case an amending plat must be submitted):

- To correct an error in a course or distance shown on the preceding plat.
- To add a course or distance that was omitted on the preceding plat.
- To correct an error in a real property description shown on the preceding plat.
- To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting the original monuments.
- To show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat.
- To correct any other type of scrivener or clerical error or omission previously approved by the Department of Development Services, including lot numbers, acreage, street names, and identification of adjacent recorded plats.
- To correct an error in courses and distances of lot lines between two adjacent lots if:
  - Both lot owners join in the application for amending the plat,
  - Neither lot is abolished,
  - The amendment does not attempt to remove recorded covenants or restrictions, and
  - The amendment does not have a material adverse effect (i.e. – a significant and unwanted or negative result) on the property rights of the other owners in the plat.

2. **Minor Amending Plat not in a residential district** and filed for only one or more of the following:

- To relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement if the amendment does not increase or decrease the number of lots.
- To relocate one or more lot lines between one or more adjacent lots if:
  - The owners of all those lots join in the application for amending the plat,
  - The amendment does not attempt to remove recorded covenants or restrictions, and
  - The amendment does not increase or decrease the number of lots.
- To replat one or more lots fronting on an existing street if:
  - The owners of all the lots join in the application for amending the plat,
  - The amendment does not attempt to remove recorded covenants or restrictions,
  - The amendment does not increase or decrease the number of lots, and
  - The amendment does not create or require the creation of a new street or make necessary the extension of city facilities.

3. **Minor Plat** – 5 acres or less for single-family, duplex or townhouse district or 3 acres or less for all other zoning districts and no public infrastructure and existing improvements meet all setbacks & are not divided by proposed lot or setback lines

- Minor Plat involving four or fewer lots, not in a residential district, fronting on an existing street and that does not require the creation of any new street or the extension of city facilities.

## FOR OFFICE USE ONLY

Received:

Administrative Plat Approved (within 18 days from date of submittal):

Denied as an Administrative Plat:

If Denied as an Administrative Plat, CPC hearing (within 30 days of receipt):