



PROCEDURE FOR FILING PLATS

Plats must be submitted for signatures by City Officials within **six (6) months** after approval, or the plat shall be deemed null and void and resubmittal shall be required.

Following the approval of a plat by the City Council (revised, if necessary) and ***the first review of the civil plans*** by the Engineering Department, the plat may be submitted for City signatures, as required prior to recording the plat with the County Clerk.

Required to be the submitted to the Planning Department to obtain signatures:

- ✓ **Transmittal letter, including the name and telephone number of the contact person.**
- ✓ **All blank spaces completed, with the exception of the City Officials signatures.**
- ✓ **One (1) 24"x36" black line on white paper and one (1) 24"x 36" mylar. Black line must be folded in an 8½"x11" format. You may submit additional copies for your use. After filing with the County, one (1) paper copy and one (1) mylar must be returned to the City.**
- ✓ **Original signatures on all plats. Names must be typed or printed below each signature.**

It may take up to approximately **three (3) to five (5) weeks** to review and obtain signatures of City Officials.

Once required signatures have been obtained, the Planning Department will contact the person listed on the transmittal letter to pick-up the plat(s). It shall be the representative's responsibility to file the plat with the County Clerk's office and return the **one (1) black line** and one **mylar** to the Planning Department, indicating the recording information as filed by the County Clerk.

For information regarding the county requirements, including fees and number of plats required with original signatures contact:

Dallas County Clerk <https://www.dallascounty.org/department/countyclerk/faq-recording.php>
214.653.7099

Denton County Clerk www.dentoncounty.org
972.434.8820

PLEASE NOTE:

Tax Certificates from each taxing entity (city, school district, and county) having jurisdiction over the property showing that all taxes have been paid, must be provided to Dallas/Denton County at the time of filing. **DO NOT SUBMIT TAX CERTIFICATES TO THE CITY COPPELL.**

For additional information contact the Planning Department at 972.304.3678.