

Final Platting Procedure

The following are instructions on the final platting process. This process is only for plats which have gone through the preliminary platting process. If you have not filed a preliminary plat, please contact the Planning and Zoning Division at 972-216-6212.

1. Submit two copies of the final plat, a final plat application and a fee of \$500 to the project's Case Manager within the Planning and Zoning Division located at 1515 N. Galloway Avenue, Mesquite, Texas 75149. The final plat shall meet all the requirements in the *Mesquite Subdivision Ordinance* and the conditions that were approved by the Planning and Zoning Commission during the preliminary platting process. Additionally, the final plat shall correspond to the released engineering plans.
2. Staff will review the final plat to ensure the plat and the project meets the Mesquite Subdivision requirements, conditions set by the Planning and Zoning Commission, the site plan, and the released engineering plans. Staff shall respond with comments or approval within 1 week of the final plat submittal.
3. After the City Staff has approved the final plat, the applicant may execute the final plat for recording with the County. To obtain City's signatures, a minimum of three copies of the final plat and an **electronic copy*** of the final plat shall be submitted to the Case Manager within the Planning and Zoning Division. Please note that the Case Manager will not accept the final plat for signatures until an electronic copy of the plat is submitted. The Case Manager will notify the applicant when the final plat has been signed by the City officials.

*An electronic copy of the Final Plat (without signatures) must be submitted to the Planning and Zoning Office on CD-ROM in AutoCAD 2009 or later in .dwg file format. The AutoCAD drawing must be in "model-space". The plat must show two property corners in grid coordinates. Grid coordinates must be referenced to a City GPS point. The grid coordinates must be in North American Datum (NAD) 83, Texas State Plane, North Central FIPS Zone 4202. This electronic copy does not need a seal. This copy will be used by the GIS technicians to place the plat properly on the updated street maps.

4. County Requirements: It is responsibility of the applicant to contact the appropriate County Clerk to obtain the latest requirements to record a plat. The following are the minimum requirements to record a plat with Dallas or Kaufman County. In all cases, a minimum of fourteen (14) folded copies (24"x36") of the recorded plat shall be returned to the Case Manager in the Planning and Zoning Division prior to the issuance of a Certificate-of-Occupancy.

Dallas County:

- a. At least two signed and folded black line prints (24" x 36") of which at least two prints shall have original signatures (this is a state law requirement). The County will return the two original copies to the recorder by mail.
- b. A copy of the tax certificate for the property to verify that all property taxes have been paid and are up-to-date. The Mesquite tax certificates are obtained from the Mesquite Tax Department located at 711 N. Galloway Avenue. The remaining tax certificates may be obtained at 500 Elm Street, Dallas, TX 75202.

Kaufman County:

- c. One (1) 18"x24" Mylar and two (2) 18"x24" blue or black line prints with the scale at no more than 100' per inch for county records.
- d. A copy of the tax certificate for the property to verify that all property taxes have been paid and are up-to-date. The Mesquite tax certificates are obtained from the Mesquite Tax Department located at 711 N. Galloway Avenue.