

# 2021 Plat Submission Calendar



Plat Submittal Date	Mark Ups Available	Corrections Due	P&Z Meeting Date	C.C. Meeting Date (Replats Only)
7/26/2021	7/31/2021	8/4/2021	8/19/2021	8/16/2021
8/30/2021	9/4/2021	9/8/2021	9/16/2021	9/20/2021
9/27/2021	10/2/2021	10/6/2021	10/21/2021	10/18/2021
10/25/2021	10/30/2021	11/3/2021	11/18/2021	11/15/2021
11/29/2021	12/4/2021	12/8/2021	12/16/2021	12/20/2021
12/27/2021	1/3/2022	1/6/2022	1/20/2022	1/18/2022

## **Overview:**

In order to comply with House Bill 3167, the City of Hutchins has adopted the policy of only accepting plat applications on the last Monday of every month. For a plat to be accepted, we will need a copy of the Development Application and the items listed on the plat checklist. Mark-ups will be returned to the applicant on that Friday, and then the revised copies will be due back by the next Wednesday.

## **Meeting Dates:**

Preliminary and Final Plats are only heard by the Planning and Zoning Commission, while Replats are only heard by the City Council. Depending on the type of plat, it will either be heard at the following month's Planning and Zoning Commission Meeting or the second City Council meeting. Replats are subject to Public Hearing Notice requirements.

## **Platting in ETJ:**

Properties wishing to develop that are unplatted must first receive plat approval from the Planning and Zoning Commission. Because the City has platting authority within its extraterritorial jurisdiction (ETJ), this requirement applies to those properties as well, and must be done before receiving a permit through Dallas County Unincorporated. Plats in the ETJ will also require a special Dallas County Health and Human Services signature block.

## **Contact Information:**

If you have any questions, please reach feel free to get in contact. Our Permit Technician coordinates the paperwork and payment, while the Building Official manages the review of the plats.

Office Phone: 972-225-6121  
Permit Technician: [ncornelius@cityofhutchins.org](mailto:ncornelius@cityofhutchins.org)  
Building Official: [trawlings@cityofhutchins.org](mailto:trawlings@cityofhutchins.org)  
Website: <https://www.cityofhutchins.org/government/planning-and-zoning.html>

# Plat Checklist



**Due upon submission:**

- Completed, signed, and notarized Development Application
- 4 Copies of Plat for Staff review. Signed by Surveyor. All plats should be on 24"x36" sheets
- CD or USB with a digital copy of the plat and a word document of the legal description
- Payment for Plat fees (see below)

**Plat Fees:**

- Preliminary Plat Fee: \$50 base fee, \$5 per lot. Minimum fee of \$150
- Final Plat / Re-Plat Fee: \$100 base fee, \$7 per lot. Minimum fee of \$250
- County Filing Fee: \$120. \$60 for filing cost, \$60 for one hour labor. Final/Re-plats only

**Required on "Corrections Due" date:**

- 9 copies of the plats signed by Surveyor. If necessary, update to reflect corrections
- Embossed copy of Dallas County Tax Certificates. Expires after 30 days
- 4 copies to file with Dallas County (2 Mylar, 2 Blackline) signed by surveyor & owner
- If in ETJ, 2 more blackline copies for Dallas County Unincorporated Services (214-653-6566)

**Office Use Only:**

- Received By: \_\_\_\_\_ Date: \_\_\_\_\_
- Submitted By: \_\_\_\_\_ Time: \_\_\_\_\_
- Filing Number: \_\_\_\_\_
- Meeting Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Re-Plat Public Hearing Notice Calendar				
Submittal Date	C.C. Meeting Date	Newspaper Notice	Mailed Notices	Agenda Posting
7/26/2021	8/16/2021	8/1/2021	8/6/2021	8/13/2021
8/30/2021	9/20/2021	9/5/2021	9/10/2021	9/17/2021
9/27/2021	10/18/2021	10/3/2021	10/8/2021	10/15/2021
10/25/2021	11/15/2021	10/31/2021	11/5/2021	11/12/2021
11/29/2021	12/20/2021	12/5/2021	12/10/2021	12/17/2021
12/27/2021	1/18/2022	1/3/2022	1/8/2022	1/15/2022