



Development Services Planning Division  
 103 E Wheatland Road, Duncanville, TX 75116  
 P.O. Box 380280 Duncanville, TX 75138  
 (972) 780-5057 or (972) 707-3878  
 planningandzoning@duncanvilletx.gov

## PLAT APPLICATION

**Select One:**       Preliminary Plat       Final Plat      **Replat**

CONTACT INFORMATION

Property Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Owner Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Applicant/Agent \_\_\_\_\_ Contact: \_\_\_\_\_  
 Engineer    Architect    Surveyor    Owner    Other  
 Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

REQUIRED

PROPERTY INFORMATION

Proposed Subdivision Name: \_\_\_\_\_  
 Survey Name: \_\_\_\_\_ Abstract Number: \_\_\_\_\_  
 Existing Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
 Purpose for Platting: \_\_\_\_\_  
 Is this an existing subdivision or part of a subdivision being replatted?    Yes (see below)    No  
 Subdivision Name: \_\_\_\_\_  
 Number of lots within original subdivision: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
 Volume: \_\_\_\_\_ Page: \_\_\_\_\_

REQUIRED

### SUBMITTAL CHECKLIST

- Completed Application (Please reference [Appendix B](#) of Duncanville's Code of Ordinances.)  
\*Application fee will be collected after staff review of completed application and plat submittal. Staff will reach out to applicant after review of submittal.
- (If apply) Two (2) As-built Survey black line prints; include a letter from the owner that verifies that all on-site improvements/infrastructure are reflected accurately or a letter from the owner stating that no on-site structures exist
- Digital copy of final plat for Planning and Zoning Commission public hearing.

**AFTER APPROVAL:**

- Copies of plats: Five (5) copies, 24"X 36" (folded) black line prints and one (1) 24" X 36" mylar; electronic document (PDF) via email
- A current Title Commitment issued by a title insurance company authorized to do business in Texas in the form of a vesting deed, a title opinion letter from an attorney licensed to practice in Texas, or some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the plat application.

Completed applications may be submitted to [planningandzoning@duncanvilletx.gov](mailto:planningandzoning@duncanvilletx.gov).

Following is to be completed **only if a person other than the owner** is submitting this application.

Owner Validation

Applicant has permission to pursue a plat application on the property located at \_\_\_\_\_ with the City of Duncanville.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

BEFORE ME, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to or proved to me on the oath of \_\_\_\_\_ or through \_\_\_\_\_ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

**Questions:**

Planning and Zoning: 972-780-5057

**OFFICE USE ONLY**

- Application fee: \_\_\_\_\_
- Legal Description of Property
- Completed Application

Pre-Application No.: \_\_\_\_\_  
 File Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_