

## RESULTS SHEET

**Date:** 04/07/26

**Case No./Name:** PLST 2025-207 CSO Text Amendment – Utility Signatures

### A. STIPULATIONS AND RECOMMENDATIONS

Staff recommends **APPROVAL** for the following amendments to the Comprehensive Subdivision Ordinance (CSO):

The following is a markup version of the Comprehensive Subdivision Ordinance (CSO) with new text in **green and underlined** and removed text **red and struck through**:

### ARTICLE III.

#### PROCEDURES FOR PLAT APPROVAL

##### SECTION A. PROCEDURE.

3. The Planning Department shall review all plat applications in conjunction with other city departments ~~and utility companies~~ for compliance with this ordinance and other applicable city codes and regulations. (Ord. No. \_\_\_\_\_, 04/05/26)
4. Following approval of a plat through administrative action or by the Planning & Zoning Commission, and prior to obtaining plat signatures, the applicant shall submit a blackline digital copy of the plat addressing all conditions, stipulations, and corrections required by the Planning & Zoning Commission to City staff. (Ord. No. \_\_\_\_\_, 04/07/26)
  - a. Installation of utilities prior to plat recordation shall be required. The City Manager or designee may approve an exception to the installation of utilities prior to plat recordation when such installation is not necessary for immediate development.
  - b. The blackline digital copy shall be reviewed by City staff to verify compliance with all approval conditions.
  - c. Upon staff confirmation that all stipulations have been satisfactorily addressed, the applicant shall obtain all of the following:
    - i. The applicant shall provide letters from Atmos Energy, Oncor Electric Delivery Company LLC, CoServ Electric, and CoServ Gas, as applicable, confirming that the utility providers have no objection to the plat and that no existing facilities or interests conflict with its recordation with the appropriate county.
    - ii. All required signatures from other applicable entities, excluding City signatures.

a.

b.

- ~~a.d.~~ The applicant shall submit the fully signed plat copies, excluding City signatures, along with all required utility letters to the Planning Department prior to City execution of the plat.
- ~~4.5.~~ After all required utility letters and non-City signatures have been obtained, ~~If a plat is approved through administrative action or by the Planning & Zoning Commission,~~ the ~~corrected and signed~~ plat and utility letters shall be submitted to the Planning Department with the appropriate number and format of electronic and paper copies as required by the Planning Department, for recording with the appropriate county clerk. The plat shall be filed before vertical construction begins on the property. (Ord. No. ~~\_\_\_\_\_3944,~~ 041/0714/260)

**ARTICLE VI.  
FINAL PLAT**

**SECTION B. GENERAL PROVISIONS.**

**2. PROCEDURE:**

Formal application for final plat approval shall be made by the subdivider in the manner prescribed by the Planning and Zoning Commission. An application for final plat approval shall be processed and considered in accordance with Article III of this ordinance.

The final plat shall be in accordance with the approved preliminary plat. Provided, however, that the Planning and Zoning Commission may authorize minor adjustments to street and alley alignments, length, and lot lines where the Commission determines such adjustments are consistent with the intent and general layout of the approved preliminary plat. Where the final plat deviates from the approved preliminary plat to the extent that the Commission finds such deviation to be significant and not consistent with the intent and general layout of the approved preliminary plat, such final plat shall not be approved until it reflects the originally approved preliminary plat, or a new preliminary plat has been approved in accordance with Article V of this ordinance.

Procedural requirements for combining conveyance plats and Final Plats on the same instrument are provided in Article VIII. Miscellaneous Plats And Abandonments, Section E of this Ordinance. (Ord. No. \_\_\_\_\_, 04/07/26)

**4. CONTENT:**

- d. In addition to the various requirements for the preliminary plat, the final plat shall also include the following:

**2. PROPOSED FEATURES:**

17. Certificates of the owner, surveyor ~~and utility companies~~, a dedication statement, City signature block and other standard notes shall be placed on the final plat in accordance with Figure 1 (as applicable). (Ord. No. \_\_\_\_\_, 04/07/26)

18. Homeowners Agreement:

When a subdivision contains common areas, drainage ways, screening walls, retaining walls, or other facilities not located within the public right-of-way nor subject to City maintenance, or if landscaping, sidewalks, or other amenities are provided within the public right-of-way for which a license agreement is required by the City, a homeowners agreement, as evidenced by the covenants identifying the association, shall be placed on the plat. Such homeowner's agreement shall be approved as part of the Preliminary Plat process or during final or replat process.

***(Ord. No. 4260, 05/20/25)***

The City Attorney will review the homeowner's agreement as to form.

The following six (6) statements shall appear on the face of the plat and in the homeowners agreement:

a. The owner of fee simple title to every individual lot of land within the subdivision ~~must~~ shall be a member of the homeowner's association.

b. The homeowner's association ~~must~~ shall have the authority to collect membership fees.

c. The homeowner's association shall be responsible for the maintenance of all common areas, screening walls, and retaining walls. ***(Ord. No. 4260, 05/20/25)***

d. The homeowner's association ~~must~~ shall grant the City the right of access to common areas to abate any nuisances thereon, and attach a lien for the prorated cost of abatement upon each individual lot

e. The homeowner's association shall indemnify and hold the City harmless from any and all costs, expenses, suits, demands, liabilities, damages, or otherwise including attorney's fees and costs of suit, in connection with the City's maintenance of common areas.

f. The homeowner's association shall enter into a license agreement with the City of Carrollton, where additional right-of-way has been dedicated for the purpose of providing landscaping, additional areas for sidewalks, walls, or other amenities, and shall be responsible for the installation and maintenance of all landscape areas that are in the public right-of-way. ***(Ord. No. 2029, 10/18/94)***

21. The following shall be placed prominently on the face of the plat:

**FIGURE 1**

**~~UTILITY CERTIFICATE~~**

**~~THIS PLAT CORRECTLY PRESENTS THE REQUIRED EASEMENTS FOR THIS DEVELOPMENT.~~**

**ATMOS GAS** \_\_\_\_\_

~~COSERV ELECTRIC \_\_\_\_\_  
ONCOR ELECTRIC \_\_\_\_\_~~

~~(Please refer to the “Plat Checklist” as supplied by the Planning Development for updated names of utility companies) (Ord. No. 2565, 10/03/00)~~

**ARTICLE VII.  
REPLAT**

**SECTION B. GENERAL PROVISIONS.**

**4. CONTENT:**

f. A purpose statement detailing the reason for the replat.<sup>2</sup>

f.g. Where a replat includes one or more lots that are created solely for land conveyance and legal description, and where such lot(s) are not intended for immediate development, the following note shall be placed prominently on the face of the plat and shall specifically reference the affected lot(s):

Lot(s) \_\_\_\_, Block \_\_\_\_, created by this replat are recorded solely for land conveyance and legal description. These lots do not receive development rights or authorization for vertical construction. Building permits for vertical improvements shall not be issued for the identified lot(s) until a subsequent replat is approved that brings the lot(s) into full compliance with all applicable subdivision, zoning, and infrastructure regulations.

This restriction shall not prohibit the issuance of permits deemed necessary by utility companies to install or relocate utility lines, dedicate or adjust utility easements, or conduct associated site work limited to at- or below-grade improvements. This restriction applies only to the identified lot(s) and does not limit development of any other lot shown on this plat that otherwise meets all applicable regulations. (Ord. No. \_\_\_\_\_, 04/07/26)

**ARTICLE VIII.  
MISCELLANEOUS PLATS AND ABANDONMENTS**

**SECTION E. CONVEYANCE PLATS**

~~(Ord. No. 3944, 01/14/20) (Ord. No. \_\_\_\_\_, 04/07/26)~~

1. A conveyance plat subdivides land and provides for recordation of same for the purpose of conveying property without developing the property. A conveyance plat does not, by itself, constitute approval for any type of development on the property unless the plat or portion thereof is concurrently approved with a Final Plat. ~~A conveyance plat does not constitute approval for any type of development on the property.~~ (Ord. No. \_\_\_\_\_, 04/07/26)

2. A conveyance plat may be approved either as a stand-alone plat or in combination with a Final Plat on the same instrument, subject to the following conditions:

a. A conveyance-~~only lot~~plat may be applied for under the following conditions:

i. Portions of the property that are not intended for immediate development may be approved as conveyance-only lots under a conveyance plat in lieu of Final Plat approval in the following instances:~~The conveyance plat is in lieu of a Final Plat to record the subdivision of property in the following instances:~~

~~1.a.~~ To record the remainder of a tract that is larger than five (5) acres, and that is created by the final platting of the property, provided that the remainder is not intended for immediate development.

b. To record the subdivision of property into parcels, five (5) acres or smaller in size, that are not intended for immediate development, provided all required public improvements exist to the City's current standards prior to approval and minimum frontage requirements are met. All public rights-of-way must be dedicated and all abutting streets and utilities must be installed and accepted by the City. Installation of on-site improvements may be delayed if development of other tracts is not affected.

b. Portions of the property intended for immediate development may be approved on the same plat as Final Platted lots, provided such lot(s) meet all requirements applicable to Final Plats.

~~2.c.~~ Conveyance-only lots shall not receive development rights, building permits, or utility connections until subsequently platted again as Final Plats in compliance with applicable subdivision and infrastructure regulations. (Ord. No. \_\_\_\_\_, 04/07/26)

### 3. CONTENT:

a. The conveyance document shall be in accordance with the final plat requirements of Article VI of this ordinance, with the following additional requirements:

i. A purpose statement detailing the reason for the conveyance plat.

ii. Where a conveyance plat includes one or more lots that are created solely for land conveyance and legal description, and where such lot(s) are not intended for immediate development, the following note shall be placed prominently on the face of the plat and shall specifically reference the affected lot(s):

Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, created by this replat are recorded solely for land conveyance and legal description. These lots do not receive development rights or authorization for vertical construction. Building permits for vertical

improvements shall not be issued for the identified lot(s) until a subsequent final plat is approved that brings the lot(s) into full compliance with all applicable subdivision, zoning, and infrastructure regulations.

This restriction shall not prohibit the issuance of permits deemed necessary by utility companies to install or relocate utility lines, dedicate or adjust utility easements, or conduct associated site work limited to at- or below-grade improvements. This restriction applies only to the identified lot(s) and does not limit development of any other lot shown on this plat that otherwise meets all applicable regulations. (Ord. No. \_\_\_\_\_, 04/07/26)

- B. P&Z ACTION** from P&Z meeting: 03/05/26  
Result: **APPROVED** /Vote: **8-0** (Sartor Absent)
  
- C. CC PUBLIC HEARING / ORDINANCE ACTION** from CC meeting: 04/07/26  
Result: /Vote: