City of University Park

AMENDING PLAT REQUIREMENTS
Revised 10-2016

1. The amending plat is prepared with the appropriate certificates printed on the document and three (3) 24” x 36” paper copies are submitted with a completed application to the Community Development Department for review. A filing fee of $150.00 must be paid for all plats. Applications for an amending plat must include a tax certificate which complies with Section 12.002 (e) of the Texas Property Code.

2. Title block should appear similar to the following:

   Amending Plat
   for
   East 25’ of Lot “X” and Lot “Y”, Block “Z”
   to
   Lot “X”A, Block “Z”
   in the
   ABC an Addition to the
   City of University Park, Texas
   Address: (type address)

3. Metes and bounds description refers to the original survey abstract (and owner’s deed) and is tied to a City of University Park GPS monument with details shown on the plat as follows:

   (i) Coordinates are required for all lot corners and point for corners located on all lot lines to include specific tracts identified for abandonment or dedication.
   (ii) The bearings shall be noted on the lot lines with distances.
   (iii) A separate closure sheet to include coordinates, bearings, and distances as shown on plat, must be submitted with all plats for review.
   (iv) A bearing and distance from point of beginning (POB) to one U.P monument.
   (v) All Bearings & coordinates must be based on City of University Park monuments as re-established by R.L. Goodson, Jr., Inc. (May, June, & July, 2003).
   (vi) GPS monument information and data is available on the City of University Park website

   www.uptexas.org/uptexas/media/upTexas/uploads/eng/gps_sheets.pdf

   www.uptexas.org/Government/Public-Works/Engineering
(vii) Show dimension of adjacent lots or platted tracts
(viii) GPS coordinates and distances must be presented with a text size equivalent to “Leroy” L100

4. Amending plats containing five and more lots shall require consideration of the P&Z Commission

5. After final approval and signatures, applicant is required to file the plat with Dallas County Records. One copy MUST be returned to the Community Development Department (Peek Service Center) with the Volume and Page information affixed before the process is considered finalized.

6. If ownership of the property is held by a corporation, partnership, etc., the name and title of the authorized individual signing the amending plat shall be indicated in the metes and bounds description as well as the owner’s certification.

7. If you have any questions please contact, Cecilia Mena, Planning Technician at (214) 987-5419 or Jessica Rees, Planner for the City of University Park at (214) 987-5423.

For Amending Plats

OWNERS CERTIFICATE

State of Texas
County of Dallas

Whereas, ___________________________ is the owner of a tract of land described as Lot ____, Block ____, of ____________, an Addition to the City of University Park, Texas, as recorded in Volume _______, Page _______, of the Map Records of Dallas County, Texas.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS

That I, ____________________________, do hereby adopt this plat as an amending plat of Lot ____, Block ____, of ____________, an Addition to the City of University Park.

WITNESS MY HAND AT DALLAS, TEXAS, this the ___ day of ________ 20__.

Owner: type name

________________________________________

BEARINGS & MONUMENTS

The following statement must be included on all plats:
“All coordinates posted hereon are grid coordinates based on City of University Park Monuments as re-established by Raymond L. Goodson, Jr., Inc. (May, June, and July 2003).”
ACKNOWLEDGEMENTS

Individual
State of Texas
County of Dallas

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _______________, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ___ day of ______ 20__.  
(Seal)  
______________________________  
Notary Public, State of Texas

Partnerships
State of Texas
County of Dallas

This instrument was acknowledged before me on ___ (date) ___ by ___ (name of partner or partners) ___, General Partner(s) on behalf of ___ (name of partnership) ___, a Texas (type of partnership) __________ Partnership.

(Seal)  
______________________________  
Notary Public, State of Texas

Corporations
State of Texas
County of Dallas

This instrument was acknowledged before me on ___ (date) ___ by ___ (name of officer) ___, ___ (title of officer) ___ of ___ (name of corporation) ___, a Texas Corporation, on behalf of said corporation.

(Seal)  
______________________________  
Notary Public, State of Texas

Trustee, executor, guardian or other representative
State of Texas  
County of Dallas 

This instrument was acknowledged before me on ______ (date)_______ by
__ (name of representative) _____, as  (title of representative) ______ of ______
(name of entity or person represented)_.

(Seal)  
Notary Public, State of Texas

For Amending Plats

SURVEYOR’S CERTIFICATE

State of Texas  
County of Dallas  

That I, _________________________, do hereby certify that I prepared this amending plat
from an actual survey on the land and that the corner monuments shown thereon were
found and/or properly placed under my personal supervision in accordance with the
applicable codes and ordinances of the City of University Park.

______________________________  
Registered Public Land Surveyor

State of Texas  
County of Dallas  

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on
this day personally appeared ________________, known to me to be the person whose name
is subscribed to the foregoing instrument, and acknowledged to me that he executed the
same purposes and consideration therein express and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ___ day of _________
20___.

(Seal)  
Notary Public, State of Texas
LOT CERTIFICATION

State of Texas
County of Dallas

I, ______________________, the undersigned, owner of the property described in this plat, do hereby certify that the proposed lot faces upon a dedicated street and was separately owned as a lot of record prior to November 7, 1977.

__________________________________
(Owner)

(Note: This certification is only required when the lot in question does not meet the requirements of the zoning ordinance (i.e. lot width, depth, area, etc.)

CERTIFICATE OF APPROVAL

I, Jessica Rees, Planner for the City of University Park, Texas, pursuant to the authority of 212.0065 of the Texas Local Government Code and the City of University Park’s Ordinance Number 07/45 dated December 4, 2007, do hereby certify that the attached amending plat was duly filed and approved by the City of University Park on the _______ day of ______________, 20__

__________________________________
Jessica E. Rees
Planner

Approved as to Form:

__________________________________
Robert L. Dillard, III
City Attorney
CERTIFICATE OF APPROVAL

I, Robert H. West, Chairman of the Planning and Zoning Commission of the City of University Park, Texas, do hereby certify this replat was duly filed for approval with the Planning and Zoning Commission of the City of University Park and the same was approved by the Planning and Zoning Commission on the _______ day of _________________ 20___.

Robert H. West, Chairman, Planning and Zoning Commission

Attest:

_____________________________
Jessica E. Rees
Planner

Approved as to Form:

_____________________________
Robert L. Dillard, III
City Attorney