



## 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](http://www.uptexas.org/uptexas/media/upTexas/uploads/eng/gps_sheets.pdf)  
[www.uptexas.org/uptexas/media/uptexas/uploads/eng/gps\\_map.pdf](http://www.uptexas.org/uptexas/media/uptexas/uploads/eng/gps_map.pdf)

[www.uptexas.org/Government/Public-Works/Engineering](http://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

**For Amending Plats**

**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.)

**For Amending Plats**

**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

**(For 5 or more lots)**

**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