CLERK’S OFFICE CHECKLIST FOR FILING PLATS

When a plat is presented to Commissioners Court for approval everything listed below should be completed. The developer should be prepared to pay the cost of recording the plat with the Clerk’s office at the time the plat is presented for final approval to the Commissioners Court. The Clerk will not accept a final plat for recording until all required documents and steps have been completed.

1. Required plat size: 18” x 24” on Mylar (1) and 8 1/2” x 14” paper (1) for filing and scanning.

2. Original signature and stamp seal of the surveyor.

3. Field notes of the survey.

4. Dedication of the subdivision by the owners (including notary acknowledgements.)

5. Tax certificate by each taxing unit having jurisdiction indicating that no delinquent ad valorem taxes are owed.

6. Filing Fee will be $40.00 for the first page and $5.00 for each additional page.