



SUBDIVISION PLAT CHECKLIST



REVIEW AND COMPLETE BEFORE SUBMITTING THE PLAT FOR RECORDING

- The plat shall state the **County** in which it is located.
- The plat shall state if the subdivision is in the **ETJ (Extra Territorial Jurisdiction)** or inside the **City Limits**.
- The plat shall state whether or not the subdivision is located in a **Flood Area** and show the **Floodplain Boundary**.

Is everything **Signed** and **Dated**?

- Do all **Signatures** have **Printed Names** under them?
 - Check that signatures have been **Notarized**:
 - Clear/Legible name of notary
 - Clear/Legible seal of notary
 - Clear/Legible expiration date
- **The County Clerk's office will NOT accept smudged information.

- Provide all **Tax Certificates**. They shall be originals with raised/embossed seal. Certificates shall reflect a balance of zero.
- Provide original, sealed **Field Notes, Metes and Bounds, or Restrictions** if they are not provided on the plat.
- Include a check made payable to Taylor County Clerk for the appropriate recording fee. Fee information for Taylor County is available at <http://taylorcountytexas.org/278/Fees>