



# SUBDIVISION PLAT CHECKLIST

## REVIEW AND COMPLETE BEFORE SUBMITTING THE PLAT FOR RECORDING

<input type="checkbox"/>	The Mylar plat must state the county.
<input type="checkbox"/>	The Mylar plat must state if the subdivision is in the ETJ (Extra Territorial Jurisdiction) or inside the city limits.
<input type="checkbox"/>	The Mylar plat must state whether subdivision is in the flood area.
<input type="checkbox"/>	Is everything signed and dated?
<input type="checkbox"/>	Do all signatures have printed names under them?
<input type="checkbox"/>	<p>Check that signatures have been notarized:</p> <ul style="list-style-type: none"> <li>▪ Clear notary's name</li> <li>▪ Clear seal</li> <li>▪ Clear expiration date</li> </ul> <p style="text-align: center;">**County Clerk's office will not accept smudged information.</p> <p>Check ACKNOWLEDGEMENT: Did the Notary write the name of the person being acknowledged?</p>
<input type="checkbox"/>	Provide all tax certificates. They must be originals with the raised seal. Tax certificates must reflect a balance of zero.
<input type="checkbox"/>	Provide original field notes, metes and bounds, or restrictions if they are not provided on the plat.
<input type="checkbox"/>	<p>Include check made payable to <u>Taylor County Clerk</u> for appropriate fee.</p> <p>First Mylar page (Same subdivision) \$71</p> <p>Field Notes \$26 for the first page \$4 for each additional page</p> <p>Tax Certificate \$26 for the first page \$4 for each additional page</p>
<p>Plats will be delivered to the Taylor County Courthouse on the Friday following the Planning &amp; Zoning Commission meeting.</p>	