

PLAT CHECKLIST

Requirements for filing a Plat with the County Clerk:

1. Must have at least 1 reproducible (Mylar) with original signatures and stamps and 1 reproducible 8 ½ X 14 black and white with original signatures and stamps for recording. There are NO EXCEPTIONS.
2. Certified copy of tax certificates from all authorities involved in said property showing that there are no past due taxes owed on the property. TAX CERTIFICATES ARE MANDATORY!
3. Plat must have been approved by the Commissioners Court and signed by the Bosque County Judge and attested by the Bosque County Clerk.
4. If the property is within the city limits the plat must be signed by the appropriate representative of that municipality and their signatures must be attested by the City Secretary.
5. The plat requires the signature and seal of the surveyor; including lots and blocks and metes and bounds.
6. The plat requires the owner's signature with notary acknowledgement and owner's dedication.
7. A copy of the restrictions for the subdivision, if any are going to be filed.
8. A copy of the paid receipt from the Treasurer's office, showing that the plat fees have been paid. (Does not apply to cities)
9. The Fee to record a plat is \$40. If the plat is more than one page, it is \$5 for each additional page. We will stamp one copy for the customer at no charge. Additional stamped copies will cost a certification fee of \$5 each.