

PLAT RECORDING REQUIREMENTS

HAMILTON COUNTY TEXAS

COST:

- Plat is **\$50.00** per slide.
- **Field Notes of the Survey** (with Certification by a Professional Land Surveyor) along with the **Tax Certificate** to be filed in the Real Property records:
\$26 for the first page plus \$4 per each additional page.

To file a plat in the Hamilton County Clerk's Office, the following items are required:

- The size of the **Original Plat** shall be no larger than **24" x 36"**
- The County Clerk's Office also requires **one (1) 11" x 17" copy** of the plat with original seals and signatures.
- **Tax Certificate:** any and all plats must have original tax certificates, issued within 90 days from filing, from ALL taxing units within jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed and that taxes imposed for the current year have been paid.
- Submit the Plat & Tax Certificate to be presented to the Commissioner's Court for acknowledgement.

The Plat must show the following:

- Certification and Dedication by the owner (additional name in the dedication and the title section must be the same).
- Certification by a Registered Professional Land Surveyor.
- Certification and approval by the County.
- Complete legal description. All replats must reference the original plat information.

Signatures must be original and names must be printed under each signature line. If the owner is a company, that company name must be above the signature line.

Signatures must be acknowledged by a Notary. Notary's name must be printed under each signature. The Notary's seal must be affixed, must be legible and the Notary's expiration date must be shown.

Seals must be affixed by whomever approves the plat (County) as well as the Surveyor and Notary.

All signatures, printed names, stamps and seals must be legible.