

Plat Cover Sheet

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NEW PLAT AND/OR REPLAT COVER SHEET

SUBDIVISION NAME: _____

DATE RECEIVED: _____ TIME RECEIVED: _____

CONTACT PERSON: _____

CITY OF: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

_____ AFFIDAVIT FOR RECORDATION _____ TAX CERTIFICATES _____ RECORDING FEE

DATE APPROVED IN COMMISSIONER COURT: _____

Rejected? Yes No (Circle One)

Reason: _____

1) _____

2) _____

3) _____

Pending Legal: _____ Date: _____

Rejected Plat picked up by: _____ Date: _____

Recorded Plat picked up by: _____ Date: _____

THE STATE OF TEXAS

COUNTY OF ROBERTSON

BEFORE ME, the undersigned authority, on this day personally appeared the
Undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is _____ . I am over the age of eighteen years.
_____ (the owner”, whether one or more) is/are the sole
Owner (s) of the property described in the plat of the subdivision to be known as
_____ (the “Subdivision”). I am
the Owner or authorized representative of the Owner. The original tax certificate (s) attached to the
plat of the Subdivision describe all of the property contained within the Subdivision and all taxing
entities with jurisdiction over the Subdivision.”

(Signature)

(Printed Name)

THE STATE OF TEXAS

COUNTY OF ROBERTSON

BEFORE ME, the undersigned, a notary public in and for said county and state, on this day
Personally appeared _____, known to me to be the person
whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the _____ day of _____, 20_____.

Notary Public, State of Texas

My Commission expires: _____

Plat Recording

Presently 4 sets of blackline and/or blueline and 8 ½ x 14 copies are required.

Taxes must be paid with proof from the taxing entity by way of a current tax certificate. This will state if taxes have been paid for the most current year.

An owner's Affidavit from each owner must also be included.

Is there a check to cover the filing fees? Has it been signed?

Verify that the check is made payable to the Robertson County Clerk - Filing fees is \$121.00

After approval in Commissioner's Court make sure all signatures have been attained, if not contact the Judge's secretary for a convenient time for signing.

Create a "New Plat Cover Sheet" which will include the name of the subdivision, date and time it was received in our office as well as who received it, name of contact person and their phone number. Should someone other than the deliverer desire to pick up recorded plats, written authorization must be received from the deliverer in order to release the recorded copy. Therefore, it must be noted who dropped off the plat for recording, who they work for or represent next to the name of the contact person. This procedure will change if or when we go to electronically submitted plats. The name, date and time will print when the email is printed to be attached to the New Plat cover sheet.

Verify that all seals are present and legible. Note: All property located completely within the city limits will require the approval of said city. The city seals are not required.

Verify that all blanks are filled in such as dates, signatures, document numbers. This office never makes any changes on a plat- recorded or waiting to be recorded. If there are errors that need to be corrected, contact the person listed on the cover sheet and they can come in and make changes before it is recorded. Once recorded, a plat cannot be changed. They have to refile to correct it.

Identify owners listed on the plat and verify that you have an affidavit from each owner/entity. **No exceptions.**

Verify that there is an original tax certificate with any appropriate seals for all the land listed and that there is no balance owed. After tax bills are mailed in the fall of each year, they are not due until February 1 of the following year. A plat can be filed with current year taxes due through the last day of January. Beginning February 1, no plats can be accepted which current taxes are due. **No exceptions.** Tax exempt property will still need a certificate stating that the property is tax exempt.

If the plat came from a city with the county, check that the city has approved and signed the plat.

Proceed with our signing and dating in the appropriate blanks on the plat. Assign document, volume/page and index on system scan the 8 ½ x 14, then index in the plat book. When filing in the plat envelope be sure to include the plat, tax certificates, owner's affidavit and commissioner court minutes

when it was approved. These procedures may change after the Subdivision Regulations are changed and/or adopted.

If the property is located within the extra territorial jurisdiction (ETF) of a Robertson County city, the city and the county both will have procedures to complete before the recording of the plat is allowed. First, the city will go through their approval process, then the county will receive the plat. When approved by the Court, the County Judge will sign the appropriate blanks on the plat, the court seal will be applied along with the County Clerk's signature and stamp.

Please make sure the Deputy Clerk who has attended the Commissioner's Court meeting receives all of the information pertaining to the Plat. The clerk will verify information has been completed before the plat is submitted for filing in the County Clerk's office.

When the recording process has been completed, please contact our office to arrange pickup of plat copy.