

PROCEDURE FOR FILING PLATS

Robertson County has a subdivision policy. The County Clerk's office requirements are part of the policy. The Commissioner's Court of Robertson County set the fee for filing a plat. We have also developed a check sheet that the commissioner and developer follow to make sure everything is complete when it is brought to court. Fee is as follows:

1. \$100.00 per sheet plus \$10.00 preservation, \$10.00 archive fee and \$1.00 courthouse security, for a total of \$121.00.
2. Must submit four (4) Original blueline or blackline copies and two (2) 8 ½ x 14 reduced paper copy of plat to scan. An original tax certificate from the taxing authorities must be submitted at the time of filing.
3. We file one (1) Original in our plat records, one (1) is returned with file stamps to developer and the 8 ½ x 14 is scanned in our system. One (1) copy is given to the Commissioner of the Precinct, Tax Collector, Central Appraisal District, 911 Permit office and United States Post Office.

Copies of the subdivision requirements are available from the County Clerk's Office. Robertson County does not have a County Engineer. The Developer must contact the 911/Permit Office to get required permits and other documents.