



# PLAT FILING PROCEDURES

**ALL PLATS ARE FILED BY THE PLANNING DIVISION. WHEN SUBMITTING PLATS FOR FILING, FOLLOW THESE GUIDELINES:**

## SUBMITTAL DEADLINE

**\*The plat will only be accepted if it is accompanied by the proper tax certificates and filing fees.**

**CONVEYANCE PLAT, REPLAT, FINAL PLAT** - Submit a complete set of materials no later than **5:00 PM the Thursday prior to the Planning & Zoning Commission meeting** at which the plat will be scheduled to be approved. If for any reason this deadline cannot be met, contact the Planner assigned to the project to discuss an alternative deadline.

**AMENDING PLAT AND MINOR PLAT** - These plats can be approved administratively and do not need signatures from the Planning & Zoning Commission. Therefore, they should be submitted **prior** to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.

## MATERIALS REQUIRED

### 1. Copies of the Plat must show the following:

- All plats must match what was approved by the Planning & Zoning Commission.
- All plats must have original signatures.
- All signatures must be notarized.
- All seals and stamps must be legible – without smudges or bleeding.
- Fill in all blanks for dates and signatures.
- Certification and Dedication by owner (addition name in dedication and title block must be the same).
- Certification by a Registered Professional Land Surveyor.
- Certification and approval by the city (if within the city's ETJ).
- Signatures must be original and names and titles must be printed under each signature. If the owner is a company, that company name must be above the signature and the authorized person to sign must also include their title.
- Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed and legible, and the notary expiration date must be shown.
- Seal must be affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary.
- Tax Certificates from each taxing entity (signed, and sealed from County Tax Office).
- Additional copies may be submitted if the client desires to retain an original copy.
- Copies must be picked up within 2 weeks.

#### Collin County

- One (1) 24"x36" black-line on paper

#### Denton County

- One (1) 24"x36" black-line on paper

#### City of Frisco

- One (1) 24"x36" paper for Development Services
- Contact the Planner assigned to the project, if clarification is needed.



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## 2. Tax Certificates

- All tax certificates must be originals issued by the taxing entity
- If the property being platted contains more than one lot or tract, provide the tax certificates for each lot or tract

### Collin County

- Collin County will need a tax certificates from Collin County showing County, City, College and Frisco ISD taxes.
- Collin County will not accept tax certificates that show a balance due, except for when taxes are due for the next year.

### Denton County

- Denton County will need a tax certificates from Denton County showing county taxes, and from Collin County showing City and Frisco ISD taxes (will need both).
- Denton County will not accept tax certificates more than 90 days old.
- Denton County will not accept tax certificates that show a balance due, even for taxes due the next year.
- Denton County requires that taxes be paid 10 days prior to requesting a tax certificate.** Refer to: [www.dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx](http://www.dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx)

### Locations to acquire tax certificates

**Collin County Tax Office**  
2300 Bloomdale Road #2104  
McKinney, TX 75071  
(972) 548-4185

**Denton County Tax Office**  
1505 East McKinney Street  
Denton, TX 76209  
(940) 349-3500

## 3. Filing Fees

- Payment is required with either a check (Checks made out to either **Collin County Clerk** or **Denton County Clerk**) or cash.
- Personal checks are not accepted.
- Collin County** requires a check to have the **driver's license number with date of birth and expiration date** of the person who signed the check and contact **phone number** and checks cannot be more than 90 days old.

### Collin County

- **Refer to the County's requirements**, online at [www.CollinCountytx.gov/county\\_clerk/land\\_recordings/Documents/PlatFilingRequirements.pdf](http://www.CollinCountytx.gov/county_clerk/land_recordings/Documents/PlatFilingRequirements.pdf).

Single Sheet Plats	
1 <sup>st</sup> Plat	\$31
2 <sup>nd</sup> Plat	No charge
3 <sup>rd</sup> Plat and each Additional Plat	\$0.50 per sheet
Tax Certificates (ISD and County/College/City)	\$2.00 per tax certificate
Multiple Sheet Plats	
1 <sup>st</sup> Plat Set	Sheet 1 - \$31 Sheet 2, etc - \$10 per sheet
2 <sup>nd</sup> Plat Set	No charge
3 <sup>rd</sup> Plat set and each Additional Plat set	\$0.50 per sheet
Tax Certificates (ISD and County/College/City)	\$2.00 per tax certificate

### Denton County

- **Refer to the County's requirements**, online at <http://dentoncounty.com/Departments/County-Clerk/Plat-Fees-and-Information.aspx>

Single & Multiple Sheet Plats	
1 <sup>st</sup> Plat Set	\$50 per page
2 <sup>nd</sup> Plat Set and Each Additional Plat Set	\$0.25 per sheet
Tax Certificates (FISD, Denton County, City)	No charge

## PLAT FILING SCHEDULE



## PLAT FILING PROCEDURES

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After plats are submitted with the required tax certificates and fees, they are reviewed by the Planner assigned to that case. If the plats are acceptable, they are taken to the next available Planning & Zoning Commission to be signed. After this meeting, they are signed by the City Secretary and then taken to the appropriate County to be filed. Plat filing typically occurs the Friday following the Planning & Zoning Commission meeting unless there is a holiday or conflict. If this is the case, the plat will be filed at the next available opportunity.

### **NOTIFICATION OF FILED PLAT**

An email with a PDF of the recorded plat is sent to the applicant's representative and owner. If extra copies were filed for the applicant, they will be available for pick up for two weeks on the 3<sup>rd</sup> floor of City Hall in the Development Services' Department.