



COLLIN COUNTY

Stacey Kemp
County Clerk
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Requirements For Filing A Plat In Collin County

SPECIFICATIONS FOR FILING PLATS:

NO FILINGS OF PLATS WILL BE ACCEPTED AFTER 3:30 pm

1. The size of the plat shall be **NO LARGER OR SMALLER** than 24" x 36".
2. The County Clerk's Office requires one black line copy with all **ORIGINAL** seals and signatures; **NO EXCEPTIONS**.
3. The plat must show the following:
 - A) Certification and Dedication by owner (addition name in dedication and title block must be the same).
 - B) Certification by a Registered Professional Land Surveyor.
(The surveyor's signature does not need to be notarized but must contain the surveyor's seal.)
 - C) Certification and approval by the city (if within the city's ETJ).
 - D) Approval by Commissioners' Court (if needed).
 - E) Complete Legal Description; a replat must reference the original plat information.
4. Signatures must be original and names must be printed under each signature. If the owner is a company that company name must be above the signature.
5. 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.
6. Seals must be affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary.
7. Tax Certificates from each taxing entity (signed, and sealed from County Tax Office). School and City Taxes not collected through the County may not have a seal, but must have original signatures.
8. All stamps and seals **MUST** be legible.

EXTRATERRITORIAL JURISDICTION (ETJ)-Area outside a City's limits so designated to fall in the City's "sphere of influence"

SUBDIVISION WITHIN EXTRATERRITORIAL JURISDICTION: If the location of the subdivision is within the extraterritorial jurisdiction of any city or town within Collin County, Texas the plat shall be approved by the governing body of that jurisdiction and so indicated on the face of the plat.