

Plat Recordation Requirements

Items Needed Prior to Plat Approval by P&Z:

- All public improvements (water, wastewater, drainage, streets) must be built and accepted (including maintenance bonds) or fiscal surety posted. More information can be found at: udc.georgetown.org/fiscal-surety-forms. For more information on fiscal surety documents please visit <https://udc.georgetown.org/fiscal-surety-forms/>
- Payment for all and any outstanding fees, if applicable (these fees are paid through the Planning Department):
 - [Parkland Dedication/Development](#)
 - Tree Mitigation
 - Traffic Impact Analysis (TIA)
- Off-site easements that are necessary to serve the subdivision with utilities or drainage are not required to be recorded before a plat received approval. But, these easements must be recorded before the plat can be recorded.

Submittal for Plat Recordation Should Include:

- **One (1)** of 18"x24" **paper** copy of plat (signed by all but City officials and County Clerk).
- All required seals must be original, present, clear and legible. Signatures must be original, present, dark enough for visibility and accompanied by the printed name. Text cannot overlap. **Digital signatures and seals are not accepted.**
- There must be no empty blanks for signatures, dates, recording numbers, etc.
- [Affidavit](#) from each property owner (not needed for lien holders), certifying the validity of the tax certificates for the property to be subdivided. These must be original, notarized affidavits. **Digital signatures and seals are not accepted.** Please be sure that all signatories are consistent in spelling and title between the plat and the affidavit.
- Original, stamped tax certificates, current and paid from the City of Georgetown, Williamson County and the Georgetown Independent School District. The plat will not be recorded if the taxes are delinquent. (Available at the County Tax Assessor’s Office, 904 S. Main Street or online at wilco.org/PropertyTax)
- Check for recording fee. The sheet charge is \$95.00 for the first sheet, and \$75.00 per each additional sheet. Checks should be made payable to “County Clerk” or to “Williamson County”.

# of Sheets	1	2	3	4	5
Total	\$95	\$170	\$245	\$320	\$395

- *Include, on a separate sheet, the following statement with the Engineer’s printed name, signature, and the Stamp/Seal of the Engineer signing the plat. **Digital signatures and seals are not accepted.***
 - *“I attest under penalty of perjury that this plat represents a true and exact copy of the approved document, and that no changes have been made which have not been reviewed and approved by the City of Georgetown.”*
 - *Failure to provide this statement as described will lead to the rejection of the plat package. Changes made to the plat will necessitate an additional application for review*
- * *If using a PERSONAL check write the date of birth, phone number, and driver’s license number of signatory on the check.*
- * *ALL checks must have a pre-printed name and address. This information cannot be handwritten. If your business does not have checks that meet this require a cashier’s check for the exact amount is acceptable.*
- * *All checks must have a check number 1020 or greater.*
- * *For more information regarding the County Clerk’s fees and requirements for documents, call (512) 943-1519.*

Other Notes:

- Once a plat is approved, it is valid for recordation for 24 months from the date of approval.
- If a plat is damaged (creased, ripped, wrinkled, etc.) or if any text on the plat is illegible the County Clerk may charge an additional fee to record the document if the document is determined to not be suitable to reproducing.