

## NAVARRO COUNTY PLAT FILING REQUIREMENTS

1. The maximum size of all plat sheets shall be 18" x 24".
2. Filing Fee of \$100.00 for first page with \$25.00 per additional page or oversized copies (over 18" x 24").
3. The County Clerk's Office requires one Mylar copy with all ORIGINAL seals and signatures; **no exceptions.**
4. The plat must show the following items listed below. (TLGC §232.001)
  - 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.
  - c. Certification and approval by the city with seal (if located within the city limits or ETJ, if applicable).
  - d. Approval by Commissioners' Court (if located outside the city limits).
  - e. Complete Legal Description; a re-plat must reference the original plat information.
5. All 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. (PC §12.0011 & 12.0013)
6. Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed and legible and must show the notary expiration date. (PC §12.0011 & 12.0013)
7. Seals must be affixed by whoever approves the plat (city, county, surveyor, notary).
8. Tax Certificates from each taxing entity (signed and sealed from County Tax Office).
9. All stamps and seals **MUST** be legible.
10. Stickers are not allowed to be placed on the plat for any reason.

**Extraterritorial Jurisdiction (ETJ)** – Area outside of City's limits so designated to fall in the City's "sphere of influence."

**Subdivision with Extraterritorial Jurisdiction:** If the location of the subdivision is within the extraterritorial jurisdiction of any city or town within Navarro County, the plat may require municipal approval of that jurisdiction and must have their approval signature block on the plat. Please contact the Department of Development for specific details on this requirement.

**For questions related to the plat approval process, please contact the Navarro County Planning and Development Department at (903) 875-3311.**