



Ruth Sisson
Lamar County Clerk
119 N. Main Street, Paris, Texas 75460
903-737-2420 Office | 903-782-1100 Fax

Requirements for Filing a Plat in Lamar County

Specification For Filing Plats:

No filings of Plats will be accepted after 4:30 P.M.

- Size and fees as followed: (no other sizes are accepted)
18 x 24 Plats are \$50.00 for a singular page and \$25.00 for each additional page.
24 x 36 Plats are \$75.00 for a singular page and \$25.00 for each additional page.
- The County Clerk's Office requires one black line copy with all **ORIGINAL** seals and signatures; **NO EXCEPTIONS.**
- The plat must show the following:
 1. Certificate and Dedication by owner (additional name in dedication and title block must be the same).
 2. Certification by a Registered Professional Land Surveyor.
 3. Certification and approval by the city (if within the city's ETJ).
 4. Approval by Commissioner's Court (if needed).
 5. Complete Legal Description; a replat must reference the original plat information.
- Signature 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.
- Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed, legible, and the expiration date must be shown.
- Seals must be affixed by whoever approves the plat, whether it is the city or county, as well as surveyor and notary.
- Provide a Tax Certificate from each taxing entity (signed, and sealed, from the Lamar County Appraisal District) School and City taxes not collected through the County may not have seal, but must have original signatures.
- All stamps and seals **MUST** be **ORIGINALS** and **LEGIBLE.**

EXTRATERRITORIAL JURISDICTION (ETJ) – Area outside of 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 Lamar County, Texas. The plat shall be approved by the governing body of that jurisdiction and so indicated on the face of the plat.