

**CLERK'S CHECKLIST FOR  
SUBDIVISIONS AND PLATS**

**\*\*\*ALL INK MUST BE IN BLACK (INCLUDING SEALS)\*\*\***

**\*\*\*CHECKLIST MUST BE COMPLETED PRIOR TO APPROVAL OF PLAT\*\*\***

SUBDIVISION NAME \_\_\_\_\_ REPLAT \_\_\_\_\_

SUBDIVISION PHYSICAL ADDRESS \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

PHONE NUMBER AND EMAIL \_\_\_\_\_

\_\_\_\_\_ 1 - 18" x 24" Original print Mylar of plat with original signatures and seals NO EXCEPTIONS

\_\_\_\_\_ 1 - 11" x 17" print copy for recording purposes with original signatures and seals NO EXCEPTIONS

\_\_\_\_\_ Restrictions (N/A if none)

\_\_\_\_\_ Field Notes

\_\_\_\_\_ Tax certificate from all authorities involved showing no past due taxes owed \*\*

\_\_\_\_\_ Drainage Survey (must be submitted with plat prior to approval)

\_\_\_\_\_ Certificate from Middle Trinity Groundwater District \*\*

\_\_\_\_\_ Verification letter from Utility providers \*\*

\_\_\_\_\_ Utility Easements must be on the plat

\_\_\_\_\_ Stamp and Signatures of Surveyor

\_\_\_\_\_ Owner's signature and notary acknowledgement

\_\_\_\_\_ Clerk's Certificate\*

(See wording below. The blank lines need to be big enough to write the information in.)

\_\_\_\_\_ Signatures for Judge & all four Commissioners

\_\_\_\_\_ Subdivision Plats must state "**For Residential Purposes Only**" in **BOLD**\*

\_\_\_\_\_ Recording Fee for Plat \$75 for the first page, additional pages of plat \$50. Attachments such as Restrictions, Filed Notes, Tax Certificate, etc. \$24 for the first page, and \$4 for each additional page. We will stamp 1 copy for customer at no charge. Additional stamped copies will be \$5 certification fee in addition to copies per page. All Items on check list must be initialed.

**\*\*Item must be attached to check list**

Certificate of Record §

The State of Texas §

County of Bosque§

I, Tabatha Ferguson, County Clerk of Bosque County, Texas, do hereby certify that the foregoing plat, with its certificate of authentication was filed for record in my office on the \_\_\_day of \_\_\_\_\_, 20\_\_\_ at \_\_\_o'clock \_\_\_m in the Official Public Records (OPR) of said County in Plat Cabinet\_\_\_Slide\_\_\_

In testimony whereof, witness my hand and official seal of office, the \_\_\_day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_

Tabatha Ferguson

Clerk, County Court

Bosque County, Texas