

Application Checklist Final Subdivision Plats

This checklist is intended to provide the information and data needed to constitute a complete application. A request for a Subdivision Plat requires a review by staff and approval by the Planning Director and/or Planning & Zoning Commission and City Council in accordance with City of Liberty Hill UDC Section 2.00 Review Authority and Procedures.

Note: The Subdivision Plat will not be considered “filed” unless all application requirements are met.

Application Type	Sub-Application Type
☐ Preliminary Plat	☐ Preliminary Plat
	☐ Preliminary Plat Amendment
☐ Final Plat	☐ Amending Plat
	☐ Final Plat (Preliminary Plat may be required prior to submission)
	☐ Minor Plat
	☐ Replat

Digital Submission Requirements

New applications are only accepted on Intake Days as shown on Planning website. [Planning Calendar](#)

Application Fee

Application Fee will be assessed on the application submittal deadline. Fees must be paid by no later than noon (12 PM) on the Friday following the application submittal deadline. Failure to pay by the payment deadline will cause the application to be deemed incomplete and this not filed. The application fee schedule is available at: [Fee Schedule](#).

Submittal Documents

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please review the detailed information section of this form for help in preparing each of these items. Please flatten all PDF before submittal.

- ☐ Application Information
 - ☐ [Master Application](#)
 - ☐ Letter of incorporation or letter authorizing individual to sign for LLC, Corporation or Legal Entity.
 - ☐ Letter of Intent for Utilities from the developer explaining how the tract will be served by water, wastewater and electric, including commitments for oversize line construction and/or off-site requirements (UDC Sections [5.04](#).
 - ☐ If the water service provider for the property is NOT the City of Liberty Hill (e.g. Georgetown Water) then please include Letter of Availability.

- *Please Note: If any lot in the proposed subdivision is to be served by an on-site sewage facility (OSSF) an application must be made to the [Williamson County OSSF Office](#). Certification by the OSSF office that the proposed lot configuration can meet the requirements for an OSSF is required before a plat can be approved.*
- Please note: No public infrastructure such as water lines, wastewater lines, lift stations, etc. will be accepted until interest has been conveyed to the City. See [Fiscal Surety Forms](#). (Not a requirement for application completeness) UDC Section 5.13.705.
- ☐ [Letter of Intent for Parkland](#) from the developer explaining how the Parkland Dedication requirements will be met ([5.11](#)).
- ☐ If any of the items listed below do not apply to this submittal (i.e. Tree Preservation Plan as no trees exist on the subject property), letter explaining why each document or information omitted was not included in this submittal packet.
- ☐ Plan Review
 - ☐ Construction Plan case number or Performance Bond (only applicable to Final Plat)
 - ☐ Subdivision Plat (see Detailed Information section below)
 - ☐ Note: Plan Sets must be turned in as a single PDF file. Plan sets which are locked, and to which comments cannot be added, will be deemed incomplete and not reviewed.
- ☐ Tree Preservation Plan
 - ☐ Tree Survey (or Tree Inventory when applicable per UDC 6.07.
 - ☐ Tree Schedule (see [Tree Schedule Template](#))
 - ☐ Critical Root Zone Protection Plan
- ☐ Tree Schedule List (Excel file)
 - ☐ Excel Spreadsheet of the Tree Schedule
- ☐ Drainage Study
 - ☐ PDF file
 - ☐ HEC/RES file (zip file)
- ☐ Utility Service Plan
 - ☐ Preliminary Utility Plan (only applicable to applications for a Preliminary Plat, or Preliminary Plat Amendment.
 - ☐ Written statement that the schematic plans and preliminary drainage calculations were submitted with the Preliminary Plat and no changes have occurred; OR, if changes have occurred, provide new or updated schematics and specifications (only applicable to Final Plat or Replat)
- ☐ Existing Improvements Exhibit (As-built drawings if available)
 - ☐ Proposed lot layout with any existing structures or improvements to remain, shown with distances to adjacent proposed lot lines indicated
 - ☐ List all easement, licenses, joint use agreements, and other encumbrances affecting the property to be platted
 - ☐ Any existing encroachment agreements or licenses to encroach, authorizing the proposed City infrastructure to exist within an existing third-party easement or right-of-way, must be assigned to the

City in a form acceptable to the City Attorney prior to the City's acceptance of the infrastructure.

- ☐ Provide the correct recording information for each item
- ☐ Provide a title report for the property to be platted showing all easements, encumbrances, liens, and other matters of title currently affecting the property.
 - ☐ Effective Date of the report may be no more than 90 days prior to the day the application is filed. For Resubmittals, Applicant may use the same report but include a statement that there are no new matters of record since the Effective Date of the report.
- ☐ Provide the following information on a completed Easement-Encumbrance Schedule:
 - o Document recording number or Volume and Page
 - o Type of document (easement, license, joint use agreement, etc.)
 - o General location of all crossings or conflicts with *any* public utility easement, public right of way, City of Liberty Hill easement, or other area dedication or conveyed to the Public or the City of Liberty Hill
 - o Notes or other general information applicant wishes to share with the reviewer
 - o The Schedule must include the following statement: "I attest under penalty of perjury that this Easement- Encumbrance Schedule is, to the best of my knowledge, a complete and accurate list of all matters affecting the property." The applicant must sign after the statement.
- ☐ Street Projection Exhibit
 - ☐ Proposed street stubs to adjacent properties demonstrating how the stub street will eventually extend through the adjacent property and connect with a collector or arterial street. Right of way dimensions and speed of street shall be included.
 - ☐ Exhibit shall show aerials, topography, hydrological features, significant trees, zoning, future land use, and existing habitable structures on the adjacent property(ies)

Detailed Information						
Subdivision Plat <i>Below is information that is required to be included or shown on the various plat types. An "X" in the column at the right indicates that item is required for that particular plat type</i>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
Plat should be in an 18"x24" format, oriented landscape, and have one sheet per page in the PDF. If the PDF is a scan of the original document, please make sure that the image was created with a resolution of at least 300 dpi.	X	X	X	X	X	X
Title of the Subdivision (on each page) <i>Title must include "Preliminary Plat", "*Final Plat", "*Replat", or "*Amended Plat" as applicable.</i> <i>*Title must include the word "Revised" if changed after recordation</i>	X	X	X	X	X	X
Page numbers (include sheet index on 1st page if more than two pages)	X	X	X	X	X	X
City's Project number (locate at bottom right corner of each sheet: ie, 23-123xxx Staff will provide you with the project number with the first review comments.	X	X	X	X	X	X

Detailed Information						
Subdivision Plat <i>Below is information that is required to be included or shown on the various plat types. An “X” in the column at the right indicates that item is required for that particular plat type</i>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
List the following information <u>on the first page</u> of the plat:						
Owner’s name	X	X	X	X	X	X
Applicant’s or Agent’s name (if applicable)	X	X	X	X	X	X
Surveyor’s company name and contact information	X	X	X	X	X	X
Engineer’s company name and contact information (if applicable)	X	X	X	X	X	X
Submittal date (with revision dates, if any)	X	X	X	X	X	X
Acreage of total site	X	X	X	X	X	X
Total number of blocks	X	X	X	X	X	X
Total number of lots (also list total residential lots, open space lots, etc., as applicable)	X	X	X	X	X	X
Street table, including: Street classification type, street name, public/private, ROW dimension, pavement dimension, curb type, pedestrian clear zone dimension, and design speed.	X	X	X	X	-	-
Location Map to scale with cross streets for identification and north arrow (on first page)	X	X	X	X	X	X
Engineer’s preliminary review note (to be removed with final submittal): “For Review. This document is released for the purpose of review under the authority of <u>(name of engineer & seal number)</u> on <u>(date)</u> . It is not to be used for bidding, permit or construction.”	X	X	X	X	X	X
Current field notes and description of Boundary Survey with bearings and distances	X	X	X	X	X	X
Include the following signature blocks and certifications on the last page of the plat: <i>(also see Subdivision Plat Signature Block Templates in this Planning and Development Process Checklist)</i>						
Owner’s Signature Block (one for each owner)	-	X	X	X	X	X
Lien Holder’s Signature Block (if applicable)	-	X	X	X	X	X
Surveyor’s Certification (original signature and seal to be added at final approval)	X	X	X	X	X	X
Engineer’s Certification (original signature and seal to be added at final approval)	X	X	X	X	X	X
County Clerk’s Certification (must be placed in the bottom right-hand corner of last sheet)	-	X	X	X	X	X
Planning Director Approval Block	X	X	X	X	X	X
Mayor Approval Block and City Secretary Attest	X		X			

Detailed Information						
Subdivision Plat <i>Below is information that is required to be included or shown on the various plat types. An "X" in the column at the right indicates that item is required for that particular plat type</i>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
Floodplain Administrator	-	X	X	X	X	X
Williamson County On-Site Sewage Facilities Certification (properties to be served by septic only)	-	X	X	X	X	X
Show the following on the plat drawing(s):						
North Arrow	X	X	X	X	X	X
Scale (1" = 100' scale unless otherwise approved by city)	X	X	X	X	X	X
Point of beginning, labeled (also described in field notes)	X	X	X	X	X	X
Plat boundaries identified in heavy, solid lines and dimensioned	X	X	X	X	X	X
Lot and block lines	X	X	X	X	X	X
Dimensions of front, rear, and side lot lines	X	X	X	X	X	X
Existing and proposed streets (include adjacent), label names and right-of-way widths-and reflect the City of Liberty Hill Master Transportation Plan. Width of existing rights-of-way must be identified at two points.	X	X	X	X	X	X
Labels for proposed lots and blocks (lots shall use numerals; blocks shall use letters)	X	X	X	X	X	X
Monuments. All monuments and control points shall be set or recovered by a licensed surveyor, placed prior to plat recordation. Grid coordinate values shall be shown on the plat at four main corners of the subdivision.	-	X	X	-	-	-
Permanent Benchmarks. One permanent benchmark shall be set by a licensed surveyor, tied to the City of Liberty Hill Control Network. A statement as to the origin of the elevation datum shall be made on the plat. (The City Utility Engineer may waive the requirement for installation of a benchmark for subdivisions smaller than 50 acres when at least two benchmarks are located within one-half mile of the subdivision boundaries.)	X	X	X	X	X	X
Acreage or square footage of each lot in a table on the plat.	X	X	X	X	X	X
Attach signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein.						
Topographic features, with ten (10) foot contour lines	X	-	-	-	-	-
Adjoining properties (show in dashed line), include property lines labeled with lots and blocks, names of recorded subdivisions, streets, easements and water courses	X	X	X	X	X	X

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All existing physical features, such as watercourses, railroads, alleys, fissures, Karst features and endangered species habitats and corresponding preserve areas, etc.	X	X	X	X	X	X
Depiction of the 100-year floodplain (if applicable)	X	X	X	X	X	X
All (existing and new) easements, including but not limited to drainage, utility, landscape, tree protection and access - dimension and label as to type, note any restriction on the plat	X	X	X	X	X	X
Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)	X	X	X	X	X	X
Heritage Trees to be saved as defined in UDC Section 6.07.01 (c) 9 (if applicable)	X	X	X	X	X	-
Heritage Trees to be removed as defined in UDC Section 6.07.01 (c)(9) if applicable)	X	X	X	X	X	-
Tree Inventory as defined in UDC Section 6.07 (if applicable)	X	X	X	X	X	-
Development phasing boundary lines, include any improvements related to the proposed phasing. (NOTE: future final plats must correspond to the proposed phasing plan)	X	-	-	-	-	-
Label any lots designated for special use as public/private (e.g., parks, open space, detention, etc.) Show area in acres and square feet.	X	X	X	X	X	X
Include the following Subdivision Plat notes: <i>All blanks must be completed with appropriate <u>site-specific</u> information.</i> <i>Informative annotations in parentheses are not to be included.</i>						
1. Utility providers for this development are Water: _____, Wastewater/septic: _____, and Electric: _____.	X	X	X	X	X	X
2. Plat note stating: Building setbacks shall be in accordance with Chapter 4.11, Lot Design Standards City of Liberty Hill Unified Development Code.						X
3. No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.	X	X	X	X	X	X
4. Plat note stating: Sidewalks shall be constructed in accordance with the City of Round Rock's Design and Construction Standards.	X	X	X	X	X	X

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5. There <u>(are / are no)</u> areas within the boundaries of this subdivision in the 100-year floodplain as defined by FIRM Map Number _____, effective date of _____.	X	X	X	X	X	X
6. No development shall begin prior to the issuance of a Floodplain Development Permit for each of the following lots: _____. (if applicable)	X	X	X	X	X	X
7. In order to promote drainage away from a structure, the slab elevation should be built at least one-foot above the surrounding ground, and the ground should be graded away from the structure at a slope of 1/2" per foot for a distance of at least 10 feet.	X	X	X	X	X	X
8. All sedimentation, filtration, detention, and/or retention basins and related appurtenances shown shall be situated within a drainage easement or drainage lot. The owners, HOA, or assignees of the tracts upon which are located such easements, appurtenances, and detention facilities shall maintain same and be responsible for their maintenance, routine inspection, and upkeep.	X	X	X	X	X	X
9. Parkland Dedication requirements are being met by dedication of 8% of total subdivision for parkland to the City; alternate dedication per 5.11 Section (g); cash payment per Section 5.11 Section (h); or a combination thereof. (if applicable)	X	X	X	X	X	X
10. A 10-foot Public Utility Easement is dedicated along all street frontages within this plat. (as applicable)	X	X	X	X	X	X
11. The monuments of this plat have been rotated to the NAD 83/93 HARN - Texas Central Zone and NAVD 88.	X	X	X	X	X	X
12. Impervious Coverage Plat Notes – Residential Lots: (select those that apply) - The maximum impervious coverage per residential lot is ____ percent. OR - The maximum impervious coverage per residential lot is according to the following table: (provide table)	X	-	X	-	-	-

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13. Impervious Coverage Plat Notes – Non-Residential Lots: (select those that apply) - The maximum impervious coverage per non-residential lot shall be pursuant to the UDC at the time of Site Plan application based on the zoning designation of the property. OR - The maximum impervious coverage per non-residential lot is according to the following table: (provide table)	X	X	X	X	X	X
14. This subdivision is subject to all general notes and restrictions appearing on the plat of _____ Lot(s) _____, recorded in Cabinet _____ Slide _____ (or Document No. if applicable) of the Plat Records of Williamson County, Texas.	-	-	-	X	-	X
15. The landowner assumes all risks associated with improvements located in the right-of-way, or road widening easements. By placing anything in the right-of-way or road widening easements, the landowner indemnifies and holds the City of Liberty Hill, Williamson County, their officers, agents and employees harmless from any liability owing to property defects or negligence not attributable to them and acknowledges that the improvements may be removed by the City and/or County and that the owner of the improvements will be responsible for the relocation and/or replacement of the improvements.	X	X	X	X	X	X
16. The building of all streets, roads, and other public thoroughfares and any bridges or culverts necessary to be constructed or placed is the responsibility of the owners of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the City of Liberty Hill and/or Williamson County, Texas. Neither the City of Liberty Hill nor Williamson County assumes any obligation to build any of the streets, roads, or other public thoroughfares shown on this plat or of constructing any of the bridges or drainage improvements in connection therewith. Neither the City of Liberty Hill nor Williamson County assumes any responsibility for drainage ways or easements in the subdivision, other than those draining or protecting the road system and streets in their respective jurisdictions.	X	X	X	X	X	X
17. Neither the City of Liberty Hill nor Williamson County assumes any responsibility for the accuracy of representations by other parties in this plat. Floodplain data, in particular, may change depending on subsequent development. It is further understood that the owners of the tract of land covered by this plat must install at their own expense all traffic control devices and signage that may be required before the streets in the subdivision have finally been accepted for maintenance by the City and / or County.	X	X	X	X	X	X

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18. Right-of-way easements for widening roadways or improving drainage shall be maintained by the landowner until road or drainage improvements are actually constructed on the property. The City and/or County have the right at any time to take possession of any road widening easement for construction, improvement, or maintenance of the adjacent road.	X	X	X	X	X	X
19. Unless otherwise noted herein, all easements dedicated to the City of Liberty Hill by this plat shall be EXCLUSIVE to the City of Liberty Hill, and Grantor covenants that Grantor and Grantor's heirs, successors, and assigns shall not convey any other easement, license, or conflicting right to use in any manner, the area (or any portion thereof) covered by this grant.	X	X	X	X	X	X
20. All easements dedicated to the City of Liberty Hill by this plat additionally include the following rights: (1) the right of the City to change the size of any facilities installed, maintained, or operated within the easement area; (2) the right of the City to relocate any facilities within the easement area; and (3) the right of the City to remove from the easement area all trees and parts thereof, or other obstructions, which endanger or may interfere with the efficiency and maintenance of any facilities within the easement area.	X	X	X	X	X	X

RECORDATION PROCEDURES: In order for the approved Plat to be recorded, the Developer must submit the following to the City Manager or designee:

- An abstractors' certificate (title report) which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable;
- An acknowledged signature on the Plat by the current owner of the land being platted if the current owner is different than the owner at the time the Final Plat was approved;
- A deed for any parkland dedication or cash contribution in lieu of parkland dedication, if applicable. If the Final Plat is a phase of the total tract to be platted and it does not include the parkland to be dedicated, the Developer must provide a temporary access easement to the parkland acceptable to the City in a form approved by the City Attorney.
- A deed for right-of-way, drainage and/or detention lots to be dedicated to the City as applicable;
- **Current** original tax certificates;
- Williamson County affidavit certifying tax certificates (form follows);
- A copy of the letter from the City Engineer either certifying that the Public Improvements have been satisfactorily completed in accordance with Section 7.05 of the Liberty Hill of the Liberty Hill Unified

Development Code or that Subdivision Improvement Construction Plans have been accepted by the City Engineer and the appropriate fiscal security has been posted in accordance with Section 7.05;

- The prescribed County recordation fees (by check made payable to “Williamson County”);
- Separate instrument easements where applicable;
- All conditions per the Planning and Zoning Commission’s approval have been met.

SIGNATURE BLOCKS FOR RECORDING:

IF THERE ARE LIEN HOLDERS:

Signature Block for Corporate Entity

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation [type of corporate entity]], as the owner of that certain acre tract of land recorded in Volume, Page, of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as subdivision _____.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer] [Title of officer]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the day of , 20 ,
by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas Printed Name:

My Commission Expires:

Signature Block for Natural Person

STATE OF TEXAS § COUNTY OF WILLIAMSON §

That I, as the owner of that certain acre tract of land recorded in Volume , Page , of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20____,

By,

Notary Public,
State of Texas
Printed Name:
My Commission Expires:

AND

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____, of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Liberty Hill, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien holder) By:
(Typed Name)

IF THERE ARE NO LIEN HOLDERS:

Signature Block for Corporate Entity

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____, of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer] [Title of officer]

THE STATE OF TEXAS § COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation [type of corporate entity], on behalf of said [Name of corporate entity].

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20____,

By,

Notary Public,
State of Texas
Printed Name:
My Commission Expires:

Signature Block for Natural Person

STATE OF TEXAS § COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain acre tract of land recorded in Volume, Page, of the Official Records of Williamson County, Texas do hereby certify that there no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20____,

By,

Notary Public,
State of Texas
Printed Name:
My Commission Expires:

Certificate, signature, and seal of licensed surveyor who surveyed the land. Use the following format:

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 5, Subdivisions, Public Improvements City of Liberty Hill Unified Development Code.

Signature and Seal of Licensed Surveyor

Date

Certificate, signature, and seal of a registered professional engineer. Use the following format:

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that the information contained on this plat complies with Chapter 5, Subdivisions; Public Improvements City of Liberty Hill Unified Development Code and the Design and Construction Standards adopted by the City of Liberty Hill, Texas.

Signature and Seal of Licensed Engineer Date

Certificate of approval to be signed by City Designee. Use the following format:

I, Jerry L. Millard, Jr., Director of Planning, of the City of Liberty Hill, Texas, under the authority granted me in Section 2.03.02.A of the Unified Development Code, in accordance with the Texas Local Government Code §212.0065, do hereby certify this plat as approved for filing of record with the County Clerk of Williamson County, Texas.

Jerry L. Millard, Jr.

Date

Certificate for recording plat in Williamson County Clerk's office. Use the following format:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

I, NANCY E. RISTER, CLERK OF COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20__, A.D. AT ____ O'CLOCK ____ M., AND WAS DULY RECORDED ON THIS THE ____ DAY OF, 20__, A.D. AT ____ O'CLOCK ____ M., IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN INSTRUMENT NO. _____.

BY: _____
NANCY E. RISTER CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

RECORDATION PROCEDURES:

- An abstractor's certificate which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable;
- An acknowledged signature on the Plat by the current owner of the land being platted if the current owner is different than the owner at the time the Final Plat was approved;
- A deed for any parkland dedication or cash contribution in lieu of parkland dedication, if applicable. If the Final Plat is a phase of the total tract to be platted and it does not include the parkland to be dedicated, the Developer must provide a temporary access easement to the parkland acceptable to the City in a form approved by the City Attorney.
- A deed for right-of-way, drainage and/or detention lots to be dedicated to the City as applicable;
- Current **original** tax certificates;
- Williamson County affidavit certifying tax certificates (form follows);

- A copy of the letter from the City Engineer either certifying that the Public Improvements have been satisfactorily completed in accordance with Section 7.05 of the Liberty Hill Unified Development Code or that Subdivision Improvement Construction Plans have been accepted by the City Engineer and the appropriate fiscal security has been posted in accordance with Section 7.05;
- The prescribed County recordation fees (by check made payable to "Williamson County");
- Separate instrument easements where applicable;
- All conditions per the Planning and Zoning Commission's approval have been met.

AFFIDAVIT FOR RECORDATION

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

Now comes _____, the subdivider of a subdivision to be known as _____, and states under oath or affirmation and subject to penalties of law that the original tax certificates attached to the plat of the subdivision describe all of the property contained within the subdivision and all taxing entities with jurisdiction over the property.

Signature _____ Date _____

Typed Name _____

Acknowledged and sworn before me on _____, 20____

Notary Public State of Texas

My commission expires on: