



Development Services Department
500 West Live Oak • Hutto, TX 78634 • Phone: (512) 759-5973
E-Mail: planning@huttotx.gov

Plat Recordation Requirements

PLAT NAME: _____

CITY OF HUTTO FEES:

- ☐ Required fees may be provided online or check made payable to City of Hutto

WILLIAMSON COUNTY CLERK FEES:

- ☐ Required fees may be provided by check made payable to: Williamson County Clerk (*check county website for fees*)
The City of Hutto does not process payments to Williamson County. Receipts will be issued by the county once recorded.

PRIOR TO SUBMITTING FOR RECORDATION:

- ☐ Ensure plat approval has not expired and any conditions of approval have been cleared.
- ☐ Infrastructure requirements have been met:
 - City Engineer has approved the construction improvements plans and a performance and payment bond has been received; or,
 - City Council has accepted infrastructure and a maintenance bond has been received.
- ☐ Parkland requirements have been met:
 - Parks Department has approved final parkland fee amount and/or dedication of parkland has been accepted
- ☐ All separate instruments have been recorded and the Document Numbers have been written on plat schematic or in the plat notes, as applicable. Provide copies of documents.
- ☐ ETJ PLATS ONLY: Commissioner's Court approval is required prior to submittal. Provide copy of meeting minutes.

REQUIRED FOR SUBMITTAL

- ☐ Original paper plat with all signatures and seals 18" x 24".
 - Digital shape file of recording plat document emailed to: seth.neuman@huttotx.gov . Confirmation of files received will be made prior to processing this recording package submittal.
 - Proof of parkland fee payment or dedication deed (provide supporting documentation of dedication and/or proof of payment of parkland fees, as applicable).
 - If posting fiscal, documentation from Engineering Department stating requirements have been met.
 - If the infrastructure has been built provide the date of City Council acceptance and/or email from Public Works Director or designee.
 - Original tax certificate(s) showing all taxes have been paid. Names must match owner(s) name shown on plat dedication signature block.
 - Original Williamson County Owner Affidavit (one per owner), must match plat dedication.

PROCESSING

Incomplete recordation packages will not be processed. If incomplete, staff will provide 48 hours to pick up the incomplete application and then shred any documents not retrieved. Please allow City 1-2 weeks for processing , obtaining Parks Dept and City Engineer approvals and the County Clerk 7-10 business days to record (depending on workload).

- ☐ Plat recording package is sent to Williamson County Clerk.
- ☐ Staff emails recorded plat and addressing to applicant after GIS dept completes data entry and addressing.

FOR DEPARTMENT USE ONLY:

Date Received	Date plat sent to county

AFFIDAVIT FOR RECORDATION

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is _____. I am over the age of eighteen years.
_____ (the “Owner”, whether one or more) is/are the sole owner(s)
of the property described in the plat of the subdivision to be known as _____
_____ (the “Subdivision”). I am the Owner or authorized representative of the Owner.
The original tax certificate(s) attached to the plat of the Subdivision describe all of the property
contained within the Subdivision and all taxing entities with jurisdiction over the Subdivision.”

(Signature)

(Printed Name)

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the _____ day of _____, 20_____.

NOTARY PUBLIC in and for the State of Texas

My commission expires: _____

SEAL

WILLIAMSON COUNTY PLAT RECORDING REQUIREMENTS

A plat will not be recorded until all plat requirements have been met and supporting documentation has been submitted. The recordation of a plat may not occur for several days after submission. Submitters will receive an email when the plat has been recorded.

✓ Plat Sheets

- Images must be printed on 18" X 24" paper or mylar.
- All signatures and stamps must be original. (not a copy)
- Names must be clearly printed or typed under all signatures.
- All portions of the plat must be clear, legible and suitable for reproduction.
- A space measuring 1 ½" X 1 ½" is required near the County Signature Block for the County Seal.
- The County Clerk's signature block must contain all wording as defined below, have substantial room to enter the time and date entries and be at least 8 point type.

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF WILLIAMSON

I, Nancy E. Rister, Clerk of the 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 duly recorded this the ____ day of _____, 20____ A.D., at _____ o'clock, _____.M., in the Official Public Records of said County in Instrument No. _____.

TO CERTIFY WHICH, WITNESS my hand and seal at the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

Nancy E. Rister, Clerk County Court
of Williamson County, Texas

By: _____, Deputy

- ✓ **Previous approval of the subdivision plat-** All plats must have been approved by a municipal planning/development department and/or the County Commissioners' Court prior to recording by the County Clerk's Recording Office.
- ✓ **Affidavits (s) for Recordation-** An Affidavit for Recordation must be submitted from each property owner or representative subdividing property on the plat.
- ✓ **Tax Certificates-** A tax certificate must be submitted for each tract or parcel of land on the plat. The certificates must be original and must show that taxes have been paid for the current tax year. Tax certificates can be purchased from the Wilco Tax Assessor-Collector's office at 904 South Main Street, Georgetown.
- ✓ **Recording fees-** The recording fee is based on the number of sheets in the plat. The fee is s \$95.00 for the first sheet and \$75.00 per sheet for each additional.

	1 sheet	2 sheets	3 sheets	4 sheets	5 sheets	6 sheets	7 sheets
1 set	\$95.00	\$170.00	\$245.00	\$320.00	\$395.00	\$470.00	\$545.00

Cash or checks are acceptable forms of payment. **Credit card payments are not accepted.**

Check requirements

- Made payable to "County Clerk" or "Williamson County"
- Must have a pre-printed name and address
- Check number must be 1020 or above
- If it's a personal check (only from Texas), a driver's license number, date of birth and current phone number is required.