



COLLIN COUNTY

Stacy Kemp, County Clerk
2300 Bloomdale Rd., Ste 2104
McKinney, Texas 75071
972-548-4185
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REQUIREMENTS FOR FILING PLATS

- 1. ONE WHITE MYLAR 24”X36”**
- 2. OWNER’S SIGNATURE AND NOTARY ACKNOWLEDGEMENT**
- 3. SURVEYOR SIGNATURE, SEAL AND ACKNOWLEDGEMENT**
- 4. COMPLETE LEGAL DESCRIPTION; A REPLAT MUST REFERENCE THE ORIGINAL PLAT INFORMATION.**
- 5. APPROVED AND SIGNED BY COUNTY JUDGE IF OUTSIDE THE CITY LIMITS**
- 6. APPROVED AND SIGNED BY MAYOR OR CITY REPRESENTATIVE IF INSIDE THE CITY LIMITS**
- 7. ADDITION NAME IN DEDICATION MUST BE THE SAME AS THE TITLE BLOCK IN LOWER RIGHT HAND CORNER**
- 8. TAX CERTIFICATES FROM EACH TAXING ENTITY (SIGNED AND A SEAL FROM COUNTY TAX OFFICE. SCHOOL AND CITY TAXES NOT HANDLED THROUGH THE COUNTY MAY NOT HAVE A SEAL, BUT MUST BE SIGNED.)**
- 9. ALL SIGNATURE, SEALS AND PRINT MUST BE CLEAR AND DISTINCT.**

Updated 4-15-09