



PLAT FILING PROCEDURES

***The plat will only be accepted if it is accompanied by the proper tax certificates and filing fees.**

CONVEYANCE PLAT, REPLAT, FINAL PLAT - Submit a complete set of materials no later than **5:00 PM the Thursday prior to the Planning & Zoning Commission meeting** at which the plat will be scheduled to be approved. If for any reason this deadline cannot be met, contact the Planner assigned to the project to discuss an alternate deadline.

AMENDING PLAT AND MINOR PLAT - These plats can be approved administratively and do not need signatures from the Planning & Zoning Commission. Therefore, they should be submitted **prior** to the 2nd and 4th Tuesdays of the month.

PLAT DETAILS

At a minimum, 2 copies of the Plat shall be provided depicting the following information:

- ☐ Sized as 24" x 36" black-line
- ☐ All plats must match what was approved by the Planning & Zoning Commission or Staff.
- ☐ All blanks must have dates and signatures.
- ☐ Certification and Dedication by all property owners (additional names in Dedication and Title Block must be the same).
- ☐ Certification, signature and seal affixed by a Registered Professional Land Surveyor.
- ☐ Certification and approval by the City (if within the City's ETJ).
- ☐ Signatures must be original for all property owners, with printed name and title(s) underneath. If the owner is a company, that company name must be above the authorized person's signature.
- ☐ Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed without smudges or bleeding to ensure expiration date legibility.

TAX CERTIFICATES

Tax certificates from each taxing entity (signed and sealed from County Tax Office) must accompany all Plats.

- ☐ All tax certificates must be originals issued by the taxing entity.
- ☐ If the property being platted contains more than one lot or tract, provide the tax certificates for each lot or tract.

Collin County

- ☐ Collin County requires a tax certificate from Collin County showing County, City, College, and Frisco ISD taxes.
- ☐ Collin County will not accept tax certificates that show a balance due, except for when taxes are due for the next year.

Denton County

- ☐ Denton County requires a tax certificate from Denton County showing county taxes, **and** from Collin County showing City and Frisco ISD taxes.
- ☐ Denton County will not accept tax certificates more than 90 days old.
- ☐ Denton County will not accept tax certificates that show a balance due, even for taxes due the next year.
- ☐ **Denton County requires that taxes be paid at least ten (10) business days prior to requesting a tax certificate.** Refer to: [Tax Certificates | Denton County, TX](#)

Locations to acquire tax certificates:

Collin County Tax Office
2300 Bloomdale Road #2104
McKinney, TX 75071
(972) 548-4185

Denton County Tax Office
1505 East McKinney Street
Denton, TX 76209
(940) 349-3500



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FILING FEES

- ☐ Payment is required by either cash or check.
- ☐ Personal checks are not accepted.
- ☐ Checks dated more than 90 days are not accepted.
- ☐ All checks must have the following information:
 - Made out to either Collin County Clerk or Denton County Clerk
 - Signer's Driver License number
 - Driver License state
 - Driver License expiration date
 - Signer's date of birth
- ☐ For fee breakdown refer to the appropriate county websites:
 - Collin County: [Collin County | County Clerk: Plats \(collincountytx.gov\)](#).
 - Denton County: [Plat Fees & Information | Denton County, TX](#).

PLAT FILING SCHEDULE

After plats are submitted with the required tax certificates and fees, they are reviewed by the Planner assigned to that case. If the plats are acceptable, they are signed by the Planning & Zoning Commission, then the City Secretary.

All Plat filing typically occurs the Friday following the Planning & Zoning Commission meeting unless there is a holiday or conflict. If this is the case, the plat will be filed at the next available opportunity.

NOTIFICATION OF FILED PLAT

An email with a PDF of the recorded plat is sent to the applicant's representative and owner. The copy of the completed and filed Plat must be picked up within two (2) weeks of the filing date on the 3rd floor of City Hall in the Development Services' Department.