Subdivision Plat Signature Block Templates

Please refer to the Subdivision Plat Checklist to determine which signature blocks are required for the plat you are preparing.

- All text must be at least 10 pt font.
- Stamps or seals must not overlap text, leave enough room for a two inch round seal.
- Signatures and seals cannot be printed on the document. Must be original signatures or wet stamps.
- The name of the owner and the name of the plat must be consistent on all documents and throughout the plat.

**Owner’s Signature Block (Notarized)**

There must be a signature block, with a separate notary block, for each owner on the deed. If there is a lien holder of the property, remove the bracketed statement and add the Lien Holder’s Signature Block shown below.

<table>
<thead>
<tr>
<th>STATE OF &lt;STATE&gt;</th>
<th>KNOW ALL MEN BY THESE PRESENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY OF &lt;COUNTY&gt;</td>
<td></td>
</tr>
</tbody>
</table>

I, <name of current owner>, sole owner (or co-owner) of the certain <acreage> tract of land shown hereon and described in a deed (or deeds) recorded in Document No. _______ (or Volume and Page) of the Official Records of Williamson County, Texas, [do hereby state that there are no lien holders of the certain tract of land:] [do hereby certify there are no easement holders except as shown hereon:] do hereby <subdivide, resubdivide, amend, etc.> said tract as shown hereon; do hereby covenant to all restrictions listed herein, which shall run with the land; and do hereby dedicate to <the City of Georgetown or Williamson County> the streets, alleys, rights-of-way, easements and public places shown hereon for such public purposes as <the City of Georgetown or Williamson County> may deem appropriate. I hereby bind my heirs, successors, and assigns to warrant and forever defend such dedications, all and singular, to <the City of Georgetown or Williamson County> against every person whomsoever claiming or to claim the same or any part thereof. This subdivision is to be known as <Subdivision Name>.

TO CERTIFY WHICH, WITNESS by my hand this ____ day of __________________, 20__. 

(Owner’s Signature)

<Owner’s typed name and address>

<table>
<thead>
<tr>
<th>STATE OF &lt;STATE&gt;</th>
<th>KNOW ALL MEN BY THESE PRESENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY OF &lt;COUNTY&gt;</td>
<td></td>
</tr>
</tbody>
</table>

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

GIVEN UNDER MY HAND AND SEAL of office this ____ day of __________________, 20__. 

Notary Public in and for the State of Texas

<Leave enough room for seal to not overlap any text.>

My Commission expires on: __________________
### Lien Holder’s Signature Block

<table>
<thead>
<tr>
<th>STATE OF &lt;STATE&gt;</th>
<th>{ } KNOW ALL MEN BY THESE PRESENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY OF &lt;COUNTY&gt;</td>
<td>{ }</td>
</tr>
</tbody>
</table>

I, <name of current lien holder>, Lien Holder of the certain <acreage> tract of land shown hereon and described in a deed recorded in Document No. (or Volume and Page) of the Official Records of Williamson County, Texas, do hereby consent to the <subdivision, resubdivision, amendment, etc.> of said tract as shown hereon; do further hereby join, approve and covenant to all restrictions listed herein; and do hereby dedicate to <the City of Georgetown or Williamson County> the streets, alleys, rights-of-way, easements and public places shown hereon for such public purposes as <the City of Georgetown or Williamson County> may deem appropriate. This subdivision is to be known as <Subdivision Name>.

TO CERTIFY WHICH, WITNESS by my hand this ___ day of __________________, 20__.

(Lien Holder’s Signature)

<Lien holder’s typed name and address>

<table>
<thead>
<tr>
<th>STATE OF &lt;STATE&gt;</th>
<th>{ } KNOW ALL MEN BY THESE PRESENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY OF &lt;COUNTY&gt;</td>
<td>{ }</td>
</tr>
</tbody>
</table>

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

GIVEN UNDER MY HAND AND SEAL of office this _____ day of ________________, 20__.

____________________________________________
Notary Public in and for the State of Texas
My Commission expires on: ______________________
### Engineer’s Certification (Sealed)

I, <engineer’s name>, Registered Professional Engineer in the State of Texas, do hereby certify that this <subdivision, parcel, etc.> is in the Edwards Aquifer Recharge Zone and is not encroached by a Zone A flood area, as denoted herein, and as defined by Federal Emergency Management Administration Flood Hazard Boundary Map, Community Panel Number ______, effective date September 26, 2008, and that each lot conforms to the City of Georgetown regulations.

The fully developed, concentrated stormwater runoff resulting from the one hundred (100) year frequency storm is contained within the drainage easements shown and/or public rights-of-way dedicated by this plat.

TO CERTIFY WHICH, WITNESS my hand and seal at <City>, <County>, Texas, this ___ day of ___, 20__.

_____________________________
<Engineer’s Name>  
Registered Professional Engineer (sealed)
No. ________________ State of Texas

### Surveyor’s Certification (Sealed)

STATE OF <STATE>  
COUNTY OF <COUNTY>  

I, <surveyor’s name>, Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correctly made from an actual survey made on the ground of the property legally described hereon, and that there are no apparent discrepancies, conflicts, overlapping of improvements, visible utility lines or roads in place, except as shown on the accompanying plat, and that the corner monuments shown thereon were properly placed under my supervision in accordance with the subdivision regulations of the City of Georgetown, Texas.

TO CERTIFY WHICH, WITNESS my hand and seal at <City>, <County>, Texas, this ___ day of ___, 20__.

_____________________________
<Surveyor’s Name>  
Registered Professional Surveyor (sealed)
No. ________________ State of Texas
**County Clerk’s Certification**

STATE OF TEXAS  
COUNTY OF WILLIAMSON  

I, Nancy 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 Document 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 Rister, Clerk  
County Court of Williamson County, Texas  

By: ______________________________, Deputy

*This block must be placed at the bottom right hand corner of the last sheet of the plat. It is also appreciated if it can be double spaced.

**Planning Director**

I, Sofia Nelson, Planning Director of the City of Georgetown, Texas, do hereby certify this plat is approved for filing of record with the County Clerk of Williamson County, Texas.

___________________________________   _________________________  
Sofia Nelson, Planning Director                                Date
**Planning and Zoning Commission**

This subdivision to be known as `<subdivision name>` has been accepted and approved for filing of record with the County Clerk of Williamson County, Texas, according to the minutes of the meeting of the Georgetown Planning and Zoning Commission on the ____ day of _____________, 20___, A.D.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ercel Brashear, Chairman</td>
<td></td>
</tr>
<tr>
<td>Chere Heintzmann, Secretary</td>
<td></td>
</tr>
</tbody>
</table>

**City Building Official – NO FLOODPLAIN PRESENT ON PLAT & IN CITY LIMITS**

Based upon the above representations of the Engineer or Surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said Engineer or Surveyor, I find that this plat complies with the requirements of Chapter 15.44, Flood Damage Prevention, of the Georgetown Municipal Code. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The City of Georgetown disclaims any responsibility to any member of the public or independent verifications of the representation, factual or otherwise, contained in this plat and the documents associated with it.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glen Holcomb, Building Official</td>
<td></td>
</tr>
</tbody>
</table>

**City Floodplain Coordinator – FLOODPLAIN PRESENT ON PLAT & IN CITY LIMITS**

Based upon the above representations of the Engineer or Surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said Engineer or Surveyor, I find that this plat complies with the requirements of Chapter 15.44, Flood Damage Prevention, of the Georgetown Municipal Code. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The City of Georgetown disclaims any responsibility to any member of the public or independent verifications of the representation, factual or otherwise, contained in this plat and the documents associated with it.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wesley Wright, P.E., CFM, Floodplain Coordinator</td>
<td></td>
</tr>
</tbody>
</table>
### Williamson County Subdivision Plat Signature Block Templates

#### Williamson County Flood Plain Administrator (ONLY IF OUTSIDE OF CITY LIMITS)

Based upon the representations of the engineer or surveyor whose seal is affixed hereto, and after review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the Williamson County Floodplain Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. Williamson County disclaims any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated within it.

__________________________   __________________________
J. Terron Evertson, P.E., D.R., C.F.M.      Date
Williamson County Floodplain Administrator

#### Williamson County On-Site Sewage Facilities (OSSF)

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edwards Aquifer Regulations for Williamson County and Williamson County On-Site Sewage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County Engineer’s Office and Williamson County disclaims any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

__________________________   __________________
J. Terron Evertson, P.E., D.R., C.F.M.  Date
Williamson County Engineer