



Plat Recordation Requirements

Items Needed Prior to Recordation:

- All public improvements (water, wastewater, drainage, streets) must be built and accepted or fiscal surety posted. More information can be found at: udc.georgetown.org/fiscal-surety-forms
- Maintenance bonds, if applicable, must be submitted and accepted.
- Payment for all and any outstanding fees, if applicable (these fees are paid through the Planning Department):
 - [Parkland Dedication/Development](#)
 - Tree Mitigation
 - Traffic Impact Analysis (TIA)

Submittal for Plat Recordation Should Include:

- **One** (1) of 18"x24" **paper** copy of plat (signed by all but City officials and County Clerk).
- All required seals must be original, present, clear and legible. Signatures must be original, present, dark enough for visibility and accompanied by the printed name. Text cannot overlap. **Digital signatures and seals are not accepted.**
- There must be no empty blanks for signatures, dates, recording numbers, etc.
- [Affidavit](#) from each property subdivider or owner (including lien holders), certifying the validity of the tax certificates for the property to be subdivided. These must be original, notarized affidavits. **Digital signatures and seals are not accepted.** Please be sure that all signatories are consistent in spelling and title between the plat and the affidavit.
- Original, stamped tax certificates, current and paid from the City of Georgetown, Williamson County and the Georgetown Independent School District. The plat will not be recorded if the taxes are delinquent. (Available at the County Tax Assessor’s Office, 904 S. Main Street or online at wilco.org/PropertyTax)
- Check for recording fee. The sheet charge is \$91.00 for the first sheet, and \$75.00 per each additional sheet. Checks should be made payable to “Nancy E. Rister, County Clerk” or to “Williamson County Clerk”.

# of Sheets	1	2	3	4	5
Total	\$91	\$166	\$241	\$316	\$391

- * If using a [PERSONAL](#) check, please write date of birth, phone number, and driver’s license number on the check.
- * ALL checks must have a pre-printed name and address. This information cannot be handwritten. If your business does not have checks that meet this require a cashier’s check for the exact amount is acceptable.
- * For more information regarding the County Clerk’s fees and requirements for documents, call (512) 943-1519.

Other Notes:

- Once a plat is approved, it is valid for recordation for 24 months from the date of approval.