

TARRANT COUNTY
SUZANNE HENDERSON
TARRANT COUNTY CLERK
100 W. WEATHERFORD ST., ROOM 130
FORT WORTH, TEXAS 76196

PLAT FILING GUIDELINES – April 1, 2009

- ALL PLATS MUST BE BLACK LINE ORIGINALS
- The scale must be no smaller than 1" = 200' (Anything smaller will not be accepted)
- 24 x 36 = \$50.00 per page
 - \$ 6.00 Records Management Fee
 - \$ 5.00 Record Archive Fee
 - \$61.00 + \$4.00 for each additional legal or letter size page
- 18 x 24 = \$35.00 per page
 - \$ 6.00 Records Management Fee
 - \$ 5.00 Record Archive Fee
 - \$46.00 + \$4.00 for each additional legal or letter size page
- ALL PLATS MUST HAVE ORIGINAL AND LEGIBLE SIGNATURES AND SEALS.
- ALL PLATS MUST HAVE SIGNATURE AND SEAL OF SURVEYOR including address and phone number.
- ALL PLATS MUST BE APPROVED BY CITY OR GOVERNING BODY, COMMISSIONERS.
- ALL PLATS FILED MUST HAVE AN ORIGINAL TAX CERTIFICATE submitted with it from each taxing unit with jurisdiction of the real property indicating that no delinquent taxes are owed and that taxes for the current year have been paid. After September 1st, a certificate showing the taxes for that year are paid but the taxes for the upcoming year have yet to be calculated is required. (House Bill 1563 & 3101)
- Dedication, legal description, etc. can be on plat or submitted on separate legal or letter size sheets with owner or owner's agent signature and proper acknowledgement.
- Any deviation from plat filing guidelines will result in double filing fees plus:

\$ 6.00 Records Management Fee

\$ 5.00 Record Archive Fee

\$ 4.00 for each additional legal or letter size page