

# CLERK'S CHECKLIST FOR SUBDIVISIONS AND PLATS

**\*\*\*ALL INK MUST BE IN BLACK (INCLUDING SEALS)\*\*\***

**\*\*\*CHECKLIST MUST BE COMPLETED PRIOR TO FINAL APPROVAL OF PLAT\*\*\***

SUBDIVISION \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

\_\_\_\_\_ 1 - 18" x 24" Original print of final plat with original signatures and seals  
(MUST BE SIGNED WITH A BLACK SHARPIE PERMANENT MARKER)

\_\_\_\_\_ 1 - 11" x 17" print copy for recording purposes

\_\_\_\_\_ Restrictions (N/A if none)

\_\_\_\_\_ Field Notes

\_\_\_\_\_ 911 Coordinator Approval (Go to Sheriff's Office)

\_\_\_\_\_ Tax certificate or statement of account issued by Central Appraisal District

\_\_\_\_\_ Stamp and Signatures of Surveyor

\_\_\_\_\_ Clerk's Certificate (see below for wording) The blank lines need to be big enough to write the information in.

\_\_\_\_\_ Space for Judge & all four Commissioners to sign

\_\_\_\_\_ Subdivision Plats must state "**For Residential Purposes Only**" in **BOLD**

\_\_\_\_\_ Drainage Survey (must be submitted with 1st look plat prior to approval)

Certificate of Record §

The State of Texas §

County of Somervell §

I, Michelle Reynolds, County Clerk of Somervell County, Texas, do hereby certify that the foregoing plat, with its certificate of authentication was filed for record in my office on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_ o'clock \_\_\_\_ m in the Official Public Records (OPR) of said County in Plat Cabinet \_\_\_\_ Slide \_\_\_\_

In testimony whereof, witness my hand and official seal of office, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Michelle Reynolds  
Clerk, County Court  
Somervell County, Texas