

Section 2 – Plat Recordation Procedures

	PAGE
P1. Important Notes.....	44
P2. Recordation – a 3-Step Process	45
P3. Recordation Release Form	47
P4. Application for Plat Recordation	48
P5. Affidavit for Recordation	49

IMPORTANT NOTES ABOUT PLAT RECORDATION

- 1) The Planning Director or designee shall obtain the required City signatures on each reproducible copy of the Plat. After all signatures required for recordation have been affixed to the Plat, the Planning Director or designee shall present the prescribed County recording fee and the Plat to the Office of the County Clerk for recording.
- 2) The official copy of the Recorded Plat shall be maintained at the Office of the County Clerk. A copy of the Recorded Plat shall be maintained in the files of the Planning Department and the original returned to the engineer of record.
- 3) Upon recordation of the Plat, the Planning Director or designee shall distribute the copies of the Plat to the City, County and other appropriate public and private entities requiring such information. A distribution list of said entities shall be on file in the Planning Department.
- 4) The recording process may take up to **fifteen (15) business days** after a complete and accurate packet of recordation materials is submitted to the Planning Department. Please note, if property is dedicated or conveyed to the City (e.g., drainage easements, parkland dedication deeds, etc.), allow **an additional fifteen (15) business days** for the City's legal staff to draft these documents. Deed applications must be submitted prior to submitting for recordation. Applications for recordation will not be accepted until the deed process (Step 2) is completed (if necessary).
- 5) Plats will not be sent to Miller Blueprint for reproduction until all materials have been reviewed and approved and all Departmental releases have been issued.
- 6) Williamson and Travis County Clerks will review Plats and related materials when they are presented for recording. It is the applicant's responsibility to ensure all County requirements have been satisfied.
- 7) The application and supporting documents must be originals. Copies or electronic versions cannot be accepted.
- 8) A completeness check must be performed at the time of submittal. Couriered applications will be returned by mail the following business day.
- 9) Complete the following Application for Plat Recordation Form and submit with a complete packet of recordation materials.

PLAT RECORDATION – A 3-STEP PROCESS

Step 1 – Pre-Approvals

In order for the approved Plat to be recorded,

_____ All conditions of the Planning & Zoning Commission's approval must be satisfied;

_____ The plat must include notarized signature(s) of the current owner(s);

_____ The plat must include a notarized signature of the current lien holder; and

Prior to requesting the plat be recorded, the applicant is responsible for ensuring all obligations have been satisfied with the following departments by getting the Recordation Release Form (see the Forms section) completed from the following:

_____ Forestry

_____ Parks

_____ Engineering & Development Services

Step 2 – Plats Requiring Donation Deeds

If property will not be conveyed to the City in conjunction with the plat, skip this step.

*If a right-of-way donation deed, parkland donation deed, drainage lot deed, etc. is associated with this plat, **the applicant must complete the following process before moving to Step 3.**

- a) Provide the exhibits required by the Deed / Release of Easement Request Form – Part 1 and Part 2 found in the following pages.
- b) The City Attorney will review the packet and prepare a deed for the conveyance. **Please note: This review and preparation process may take two to three weeks.**
- c) The Planning Department will forward the prepared deed to the applicant for signature.

Note: Steps 1 and 2 can be initiated simultaneously. However, you must complete Steps 1 and 2 before moving to Step 3.

Step 3 – Check List

The Applicant must submit this check list with the following recordation materials to Ashley Lumpkin in the Planning Department. Contact Ms. Lumpkin to coordinate a packet completeness review.

- _____ Completed and signed Recordation Release Form(s), one from Forestry, Parks, and Engineering and Development Services Departments;
- _____ An applicant-executed (signed and notarized, but not recorded) deed for the conveyance of property as prepared by the City Attorney in Step 2;
- _____ An abstractor's certificate, which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable; A "Nothing Further" certificate will only suffice if the original abstractor's certificate is submitted simultaneously;
- _____ Separate instrument easements where applicable;
- _____ Current original tax certificates: County, City and Schools. NOTE: During the month of January, tax certificates showing monies owed for the prior year need to be accompanied with a receipt of taxes paid in full;
- _____ Williamson County affidavit certifying tax certificates (see Affidavit for Recordation form, in following pages);
- _____ Fees for preparing reproducible drawings required to record the Plat (by check made payable to "Miller Blueprint");
- _____ The prescribed County recordation fees (by check made payable to "Williamson County" and/or "Travis County", whichever is applicable);
- _____ City of Round Rock GIS recording fee;
- _____ Executed copies of the City of Round Rock Parkland Letter of Intent, Parkland Letter of Acceptance, and a receipt of monies paid;
- _____ Annexation Fees, if applicable, payable to the City of Round Rock;
- _____ PID Fees, if applicable, payable to the City of Round Rock;
- _____ Road District Fees, if applicable, payable to Williamson County; and
- _____ Signed applicant form (see Application for Plat Recordation form in following pages);

**** All items must be submitted as a set and will be subject to a completeness check ****

For additional information on the recordation process, please contact Ashley Lumpkin at 512 – 218 – 5429 or alumpkin@round-rock.tx.us.

RECORDATION RELEASE FORM

Date: _____

Ashley Lumpkin, Planner
City of Round Rock, Texas
301 W. Bagdad, Suite 210
Round Rock, Texas 78664

Re: Proposed release of the following Plat:

Dear Ashley Lumpkin:

This letter confirms all subdivision requirements have been met and the above referenced Plat may be released for recordation. After a thorough review, the respective City Departments have no objection to the plat being recorded and have indicated their agreement by signing below.

Sincerely,

Applicant

Engineering and Development Services Department

I have reviewed the Plat for the above Recordation Release Request and have no objections.

Signature: _____

Print Name: _____

Parks Development Division, Parks and Recreation Department

I have reviewed the Plat for the above Recordation Release Request and have no objections.

Signature: _____

Print Name: _____

Urban Forestry Division, Parks and Recreation Department

I have reviewed the Plat for the above Recordation Release Request and have no objections.

Signature: _____

Print Name: _____

APPLICATION FOR PLAT RECORDATION

Subdivision/Plat

Name: _____

Total # of Lots: _____

Acreage: _____

Legal Description: _____

Property Owner: _____

Lien Holder: _____

Applicant/Primary Contact

Name: _____

Firm/Agency: _____

Telephone Number: _____

Email Address: _____

This is to certify that the materials submitted for plat recordation are complete and correct. Ownership and/or lien holder information as listed on the plat is accurate as of the date of this application and as of the date of plat recordation.

Applicant Signature: _____

Date Submitted: _____

AFFIDAVIT FOR RECORDATION

The State of Texas §

County of Williamson §

Now comes _____, the subdivider of a subdivision to
be known as _____,

and states under oath or affirmation and subject to penalties of law that the original tax
certificates attached to the plat of the subdivision describe all of the property contained
within the subdivision and all taxing entities with jurisdiction over the property.

Signature _____ Date _____

Typed Name _____

Acknowledged and sworn before me on _____, 200_

Notary Public

My commission expires _____