



## Subdivision Development

# Plat Recordation

## Information & Procedures

*Copies of this and other Development Packet Chapters are available online at:*  
<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

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## **Important Notes about Plat Recordation**

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- 1) Recordation packets must be submitted in person. A completeness check must be performed at the time of submittal. Couriered applications will be returned by mail the following business day.
- 2) The application and supporting documents must be original. Copies or electronic versions cannot be accepted.
- 3) The City's recordation review process takes an average of ten (10) business days after a complete and accurate packet of recordation materials is submitted to the Planning Department. Please note, if property is conveyed or conveyed by separate document to the City (e.g., drainage easements, parkland conveyance deeds, etc.), allow an additional fifteen (15) business days for the City's legal staff to draft these documents. Donation 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).
- 4) 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 Clerk's requirements have been satisfied.
- 5) The Planning Director or designee shall obtain the required City signatures on the Plat.
- 6) The official copy of the Recorded Plat shall be maintained at the Office of the County Clerk.

# Plat Recordation Process

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## Step 1 - Pre-Recordation

In order for the approved Plat to be recorded,

\_\_\_\_\_ The plat must satisfy ALL conditions of the PDS Director approval; \_\_\_\_\_ The plat

**must include notarized original signature(s) of:**

\_\_\_\_\_ All current owners;

\_\_\_\_\_ All current lien holders, if any

The Applicant is responsible for ensuring all obligations from the following departments have been satisfied:

\_\_\_\_\_ Planning & Development Services Dept. (PDS): Prior to submitting your plat recordation packet, please contact the Planning & Development Services Department at 512-218-5428 for all development-related fees and documents which may be required prior to plat recordation. These may include: Fiscal, Oversize Fee(s), Regional Detention Fees, Offsite Easements, and/or Subdivision Improvement Permit Approval.

\_\_\_\_\_ Parks & Recreation Dept. (PARC): Please contact the Parks & Recreation Department at 512-218-5540 to verify any Parkland Fees or Parkland Donation Deed requirements have been satisfied. See Step 2, below:

## 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 Donation Deed Application
  - 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 & Development Services 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 – Recordation Check List

The Applicant must submit this check list with the following recordation materials to a Planner or Planning Technician in the Planning & Development Services Department. When all the items listed below have been assembled, please contact the Planning & Development Services Department to schedule a packet completeness review.

- \_\_\_\_\_ Signed application form (see Recordation Application form in the following pages);
- \_\_\_\_\_ Approved plat with all conditions addressed (if applicable). All signatures and seals must be **original**.
- \_\_\_\_\_ Digital copy of the approved plat in **.dwg** format and **.pdf** format.
- \_\_\_\_\_ Completed and signed (by property owner or authorized agent and PARD Director) Letter of Acceptance for Mandatory Parkland Conveyance (see form in the following pages);
- \_\_\_\_\_ If applicable, an applicant-executed (signed and notarized, but not recorded) deed for the conveyance of property as prepared by the City Attorney in Step 2;
  - \_\_\_\_\_ A deed for any parkland conveyance or cash contribution in lieu of parkland conveyance, if applicable. If the final plat is a phase of the total tract to be platted and it does not include the parkland to be conveyed, the developer must provide a temporary access easement to the parkland acceptable to the city in a form approved by the city attorney;
  - \_\_\_\_\_ A title insurance policy, naming the city as the holder, covering the parkland to be conveyed;
  - \_\_\_\_\_ A deed for drainage, right-of-way and/or detention lots to be conveyed to the city or a Homeowners Association as applicable;
- \_\_\_\_\_ An Abstractor's Certificate/Ownership and Lien 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/Ownership and Lien Certificate is submitted simultaneously;
- \_\_\_\_\_ Current **original** tax certificates: County, City and Schools. The City of Round Rock's and Round Rock Independent School District's tax information is included on the tax certificate from Williamson County. 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;
- \_\_\_\_\_ **Original** Williamson County affidavit certifying tax certificates for each owner (see Affidavit for Recordation form, in following pages);

## **Fees:**

- \_\_\_\_\_ City of Round Rock GIS recording fee and fees for preparing reproducible drawings required to record the Plat (this fee can be paid via the online portal after the recordation application has been accepted by PDS Staff, or by check made payable to “City of Round Rock”);
- \_\_\_\_\_ The prescribed County recordation fees (**must** be paid by check made payable to “Williamson County” and/or “Travis County”, whichever is applicable);

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

*If you have further questions about the recordation process, please contact the Planning & Development Services Department at 512-218-5428.*



## Plat Recordation Fees

Please refer to the following information for the appropriate check amounts and payable information.

\*All checks are required to have a preprinted name and address. Checks more than 60 days old will not be accepted.

### 1) City of Round Rock recording fees:

- GIS fee: **\$25.00 per lot**

Please make the check payable to “**City of Round Rock.**”

### 2) Williamson County recording fees:

Plat Size	1 page	2 pages	3 pages	4 pages	5 pages	6 pages
Amount	<b>\$95.00</b>	<b>\$170.00</b>	<b>\$245.00</b>	<b>\$320.00</b>	<b>\$395.00</b>	<b>\$470.00</b>

*(First page \$95, \$75 per additional pages)*

Please make the check payable to “**County Clerk**” or “**Williamson County.**”

- *Please review the following page for additional information about Plat recording requirements from the Williamson County.*

# WILLIAMSON COUNTY PLAT RECORDING REQUIREMENTS

A plat will not be recorded until all plat requirements have been met and supporting documentation has been submitted. The recordation of a plat may not occur for several days after submission. Submitters will receive an email when the plat has been recorded.

✓ **Plat Sheets**

- Images must be printed on 18" X 24" paper or mylar.
- All signatures and stamps must be original. (not a copy)
- Names must be clearly printed or typed under all signatures.
- All portions of the plat must be clear, legible and suitable for reproduction.
- A space measuring 1 ½" X 1 ½ " is required near the County Signature Block for the County Seal.
- The County Clerk's signature block must contain all wording as defined below, have substantial room to enter the time and date entries and be at least 8 point type.

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF WILLIAMSON

I, Nancy E. 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 Instrument 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 E. Rister, Clerk County Court  
of Williamson County, Texas

By: \_\_\_\_\_, Deputy

- ✓ **Previous approval of the subdivision plat-** All plats must have been approved by a municipal planning/development department and/or the County Commissioners' Court prior to recording by the County Clerk's Recording Office.
- ✓ **Affidavits (s) for Recordation-** An Affidavit for Recordation must be submitted from **each** property owner or representative subdividing property on the plat.
- ✓ **Tax Certificates-** A tax certificate must be submitted for each tract or parcel of land on the plat. The certificates must be original and must show that taxes have been paid for the current tax year. Tax certificates can be purchased from the Wilco Tax Assessor-Collector's office at 904 South Main Street, Georgetown.
- ✓ **Recording fees-** The recording fee is based on the number of sheets in the plat. The fee is s \$95.00 for the first sheet and \$75.00 per sheet for each additional.

	1 sheet	2 sheets	3 sheets	4 sheets	5 sheets	6 sheets	7 sheets
1 set	\$95.00	\$170.00	\$245.00	\$320.00	\$395.00	\$470.00	\$545.00

Cash or checks are acceptable forms of payment. **Credit card payments are not accepted.**

**\*\*\*Check requirements\*\*\***

- *Made payable to "County Clerk" or "Williamson County"*
- *Must have a pre-printed name and address*
- *Check number must be 1020 or above*
- *If it's a personal check (only from Texas), a driver's license number, date of birth and current phone number is required.*



# Recordation Application

## for Plats in the City of Round Rock

Planning & Development Services Department (PDS) 512-218-5428

### Subdivision/Plat Information

(attach additional sheets as needed)

Name: \_\_\_\_\_

Total # of Lots: \_\_\_\_\_ Acreage: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Owner (s): \_\_\_\_\_

Lien Holder (s): \_\_\_\_\_

### Applicant/Primary Contact

Name: \_\_\_\_\_

Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant Signature

*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.*

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_



**AFFIDAVIT FOR RECORDATION**

**THE STATE OF TEXAS           §**  
  **§**  
**COUNTY OF WILLIAMSON       §**

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is \_\_\_\_\_. I am over the age of eighteen years.  
\_\_\_\_\_ (the “Owner”, whether one or more) is/are the sole owner(s)  
of the property described in the plat of the subdivision to be known as \_\_\_\_\_  
\_\_\_\_\_ (the “Subdivision”). I am the Owner or authorized representative of the Owner.  
The original tax certificate(s) attached to the plat of the Subdivision describe all of the property  
contained within the Subdivision and all taxing entities with jurisdiction over the Subdivision.”

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**THE STATE OF TEXAS           §**  
  **§**  
**COUNTY OF WILLIAMSON       §**

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

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

SEAL

My commission expires: \_\_\_\_\_



# Letter of Acceptance for Mandatory Parkland Conveyance

Parks & Recreation Department (PAR) 512-218-5540  
Planning & Development Services Department (PDS) 512-218-5428

**Project name:** \_\_\_\_\_

Project acreage: \_\_\_\_\_ (Proposed) Zoning: \_\_\_\_\_

## Property owner or authorized agent

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Parkland Contribution

*Parkland contribution requirements are given in the Zoning & Development Code Sections 4-61 through 4-69, available online at [https://www.municode.com/library/tx/round\\_rock](https://www.municode.com/library/tx/round_rock). For further information regarding parkland conveyance, contact Park Development Mgr. Katie Baker, 512-341-3355, [kbaker@roundrocktexas.gov](mailto:kbaker@roundrocktexas.gov).*

Park Zone(s) for proposed project (refer to Park Zone map): \_\_\_\_\_

Number of park acres *required* to be conveyed: \_\_\_\_\_

Number of park acres to be conveyed: \_\_\_\_\_

### **AND / OR**

Amount for Fee in Lieu of Parkland Conveyance to be paid: \$ \_\_\_\_\_

Other improvements or items related to Parkland Conveyance (list):

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent Date

\_\_\_\_\_  
Signature of Acceptance by PAR Director Date

## Reference

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### Round Rock Permit Portal

<https://permits.roundrocktexas.gov/>

### PDS Contacts

[https://www.roundrocktexas.gov/city-departments/planning-and-development-services/contacts\\_development-staff-current/](https://www.roundrocktexas.gov/city-departments/planning-and-development-services/contacts_development-staff-current/)

### Platting in the ETJ

<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platting-in-the-etj/>

### Plat Recordation Fees

<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platrecordationfees/>

### Zoning and Development Code

[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodeId=PTIIZODECO](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIZODECO)

### City Fee Schedule

[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_APXAFERACH](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIICOOR_APXAFERACH)

### Other PDS Packets

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Amending Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-amending-plat/>

Annexation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-annexation/>

Concept Plan <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-concept-plan/>

Donation Deed <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-donation-deed/>

Final Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-final-plat/>

Minor Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-minor-plat/>

Plat Vacation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-plat-vacation/>

Preliminary Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-preliminary-plat/>

PUD <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-pud/>

Recordation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-recordation/>

Replat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-subdivision-replat/>

Sign <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sign-permit/>

SDP <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sdp-permits/>

SIP <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sip-permits/>

WTF <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-wtf-application/>

ZBA <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zba/>

Zoning <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zoning/>

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