



## Requirements For Filing a Plat in Coleman County, Texas

The following items are required in order to file a Plat with the Coleman County Clerk's office. This is necessary to maintain a consistent historical record of the Plats filed in Coleman County. Plats will be filed, scanned and indexed and will be available online on our public website.

<https://coleman.tx.publicsearch.us/>

### Specifications for Filing Plats:

1. The size of the Plat shall be no larger than **18" x 26"**.
2. Must file **4 original Plats**, **1** for County, **1** for City, **1** for the Appraisal District and **1** for the Customer filing.
3. All Plats must have all original signatures and seals.
4. All Plats must have approval from the appropriate city and/or county authority.
5. All Plats filed must have attached an original Tax Certificate from the Coleman County Appraisal District indicating that no delinquent taxes are owed on the real property as per Texas Property Code 12.002.
6. Filing fee for plats: \$75.00, each additional page \$25.00 (**effective January 1, 2024**)
7. If Restrictions, Declarations, Covenants, etc. have been created and are not on the Plat, they **must** be filed in the Official Public Records. The filing fee for this document is \$25.00 for the 1<sup>st</sup> page and \$4.00 for each additional page. (**effective January 1, 2024**)
8. We accept cash, cashier's check, Business check and credit card or debit card for filing fees. (**a 3% convenience charge is automatically added on credit card payments, minimum charge is \$2.00**)