



Final Plat/Replat/Amending Plat Recording Requirements

Plat Recording

If the plat is approved by the City Plan Commission or City Staff, City staff will record the plat and any associated separate instruments or Declaration of Covenants, Conditions and Restrictions with the appropriate County Clerk's office(s) unless the applicant makes advance provisions to have the recording done by a bonded title company representative (see separate *Plat Release* form).

Tax Payments

Effective September 1, 2005, state law requires that *all* property taxes that have been assessed against a property being platted must be paid prior to recording of the plat, including current-year taxes that are not considered past due.

Tax Certificate Information

Tax certificate information was accurate as of September 16, 2005, and is subject to change without notice.

Collin County Tax Office (required for properties in Collin County only)

1800 N. Graves Street, Suite 170
McKinney, TX 75069
972-547-5020 or 972-424-1460 ext. 5020 (metro)
\$10.00/tract

Dallas County Tax Office (required for properties in Dallas County only)

500 Elm Street, Records Building – 1st Floor
Dallas, TX 75202-3304
214-653-7811
\$10.00/tract

Richardson ISD Tax Office (required for properties in Dallas County only)

420 S. Greenville Ave.
Richardson, TX 75081
469-593-0500
\$10.00/tract