

# UVALDE COUNTY CLERK

## FEE SCHEDULE & PROCEDURES

\*\* FOR FILING A PLAT\*\*



*Donna M. Williams*  
*Uvalde County Clerk*

*Commissioners Court Order*  
*September 25, 2006*  
*Revised April 14, 2008*

# **PLAT APPLICATION:**

(Effective September 25, 2006 Commissioners Court Order; the applicant shall pay a non-refundable fee in the amount set forth below. The Commissioners Court may amend these fees from time to time without amending or affecting the remainder of these regulations.)

Plat Application-With Roads .....	\$1,000.00
<b>Additional Fees:</b>	
Per Lot .....	\$ 100.00
Plat Application-Without Roads .....	\$ 500.00
<b>Additional Fees:</b>	
Per Lot .....	\$ 50.00
Plat Application-Vacate/Re-Plat .....	\$ 100.00
<b>Additional Fees:</b>	
Per Lot .....	\$ 20.00

# **Home Owner Association Subdivision:**

Plat With Roads .....	\$1,000.00 plus \$ 100.00 Per Housing Unit
Plat Without Roads .....	\$ 500.00 plus \$ 50.00 Per Housing Unit
Vacate & Re-Plat .....	\$ 100.00 plus \$ 20.00 Per Housing Unit

Plat applications are available in the office of the Uvalde County Clerk. Upon the acceptance of the County Judge, the "Application Fee" shall be promptly paid by applicant. A copy of the application shall be delivered to the County Clerk in order to calculate the required fee. The above mentioned fee is in addition to the "Plat Record" fee which is paid after final approval from Commissioners Court.

*Note: This is not a requirement if approved by the City and property is wholly within the City's jurisdiction.*

# **PLAT RECORDS:**

Per Plat/Amended Plat (Per Page) .....	\$ <u>121.00</u>
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Recording 118.011(c); 232.011(d) LGC .....	\$ 100.00
Records Management 118.011; 118.0216 LGC .....	\$ 10.00
Records Archival Fee 118.011(f); 118.025 LGC .....	\$ 10.00
Courthouse Security 291.008 LGC .....	\$ 1.00
<b>Additional Fees, if Applicable:</b>	
Per Lot 118.011(c); 232.011(d) LGC .....	\$ 10.00
Additional Plat Page .....	\$ 100.00
Tax Certificates 12.002(e) PC .....	\$ 2.00
Copy Per Page (8 1/2 X 11) 118.054 LGC .....	\$ 1.00
Certification Per Plat 118.060 LGC .....	\$ 15.00

## **SUBMITTING REQUIREMENTS:**

To comply with state statutes and/or ensure archival quality plat records, the following items are required to file a plat with the office of the Uvalde County Clerk:

1. Plat size 24" X 18".
2. The upper right hand corner and the lower right hand corner is reserved for County Clerk recording stamps. Do not place any markings 1" inch from the top right hand corner down by 3" inches wide and a space of 2" inches from the bottom right hand corner up by 3" inches wide shall also be left for County Clerk use.
3. Permanent Black ink is preferred on all drawings, printing and signatures.
4. Ink must be on Mylar with image on top.
5. 3 Mil or greater matte finish Mylar material.
6. An engineering or surveying firm must prepare the plat.
7. The engineering or surveying firm's name and address and the engineers or surveyor's signature and seal.
8. Owner's printed name and notarized signature.
9. Provide one (1) original of each plat page. The clerk will retain the original.
10. The developer shall submit to the Clerk a legible copy of the plat on legal size paper (8.5 X 14) to be used for scanning. This copy needs to be an exact duplicate of the plat that is being filed for record - with all signatures, Commissioners Court "approval stamp", etc. In other words, all blanks and stamps need to be complete before a legal size copy is made along with the required space as indicated in item #2 to allow for the imprint of "instrument number" and "filed for record" stamps.
11. Provide adequate space for the Clerk's certification information.
12. Municipal approved plats must include the following or similar wording; "All of the property subdivided in the foregoing plat is within the incorporated boundaries of the City of Uvalde or City of Sabin, Texas".
13. Current original tax certificates from all property's taxing entity.

*HB1301 AMENDS Sec 12.002(e) Texas Property Code- If the plat or replat is filed after September 1 of a year, the plat or replat must also have attached to it a tax receipt issued by the collector for each taxing unit with jurisdiction of the property indicating that the taxes imposed by the taxing unit for the current year have been paid or if the taxes for the current year have not been calculated, a statement from the collector for the taxing unit indicating that the taxes to be imposed by that taxing unit for the current year have not been calculated, if the tax certificate for a taxing unit does not cover the preceding year, the plat or replat must also have attached to it a tax receipt issued by the collector for the taxing unit indicating that the taxes imposed by the taxing unit for the preceding year have been paid. (HB 3101 EFFECTIVE 9-1-2005).*

14. **A letter shall be presented to the County Clerk on a letterhead of said person or company owning property being subdivided that lists all taxing entities and states it is a complete list. The signer must print their name and title under their signature and the signature shall be properly acknowledged by a notary.**

## PLAT CHECK LIST:

### Plat Application:

*NOTE: This is not required if approved by the City and property is wholly within the City's jurisdiction.*

- |  |     |    |
|--|-----|----|
| 1. Has the plat application been presented to the County judge?  | Yes | No |
| 2. Upon the approval from the County Judge: Have you presented The County Clerk with a copy of the plat application? | Yes | No |
| 3. Have you paid the application fee to The County Clerk?  | Yes | No |

### Plat Records – Filing Final:

- |  |     |    |
|--|-----|----|
| 1. Have the three (3) items listed above been completed?   | Yes | No |
| 2. Is the plat size 24 in. x 18 in.?   | Yes | No |
| 3. Is the drawings/printings/signatures in permanent black ink?  | Yes | No |
| 4. Is the plat on 3 mil or greater matte finish Mylar material?  | Yes | No |
| 5. Did the engineer or surveyor prepare the plat?  | Yes | No |
| 6. Is the owner's name printed on the plat and his signature notarized?  | Yes | No |
| 7. Is the engineer's/surveyor's printed name/signature/address/seal on the plat?   | Yes | No |
| 8. Do you have a legible copy (8.5 x 14) of approved plat with all signatures; Commissioners Court "approved stamp"; or approval Of City Planning Commission if property is wholly within the City; and seals, etc.? | Yes | No |
| 9. Do you have current original tax certificates for all the property's taxing entities?   | Yes | No |
| 10. Does each tax certificate have a seal from a tax collecting entity?  | Yes | No |
| 11. Does the letter list all taxing entities covering the property?  | Yes | No |
| 12. Is the property owner's signature on the letter notarized?   | Yes | No |
| 13. Is the printed name and title under the signature on the letter?   | Yes | No |
| 14. Are you aware of the filing fee for the final plat?  | Yes | No |

**ORDER ADOPTING RULES OF UVALDE COUNTY, TEXAS  
FOR SUBDIVISIONS**

STATE OF TEXAS \*  
COUNTY OF UVALDE \*

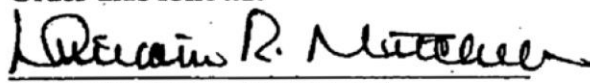
The Commissioners' Court of Uvalde County, Texas, convened in a Regular Session, sitting as the governing body of Uvalde County, Texas, at the Uvalde County Courthouse, in the City of Uvalde, Texas on the 25 day of September, 2006 with the following members present, to-wit: Commissioners Randy Scheide, Precinct 1; Mariano Pargas, Precinct 2; Jerry Bates, Precinct 3, Jesse Moreno, Precinct 4; County Judge William R. Mitchell, with the following business transacted:

Commissioner Scheide introduced an order and made a motion that this same be adopted. Commissioner Pargas seconded the motion for the adoption of the order, prevailed by the following vote:


<b>RANDY SCHEIDE</b>	Yes	<b>MARIANO PARGAS</b>	Yes
<b>JERRY BATES</b>	Yes	<b>JESSE MORENO</b>	Yes

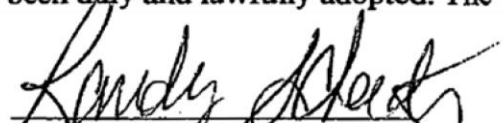
**WILLIAM R. MITCHELL**

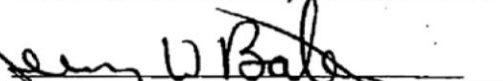
The County Judge there upon announced that the order had been duly and lawfully adopted. The Order thus follows:

  
**WILLIAM R. MITCHELL**  
COUNTY JUDGE

  
**MARIANO PARGAS**  
COMMISSIONER, PRECINCT 2

  
**JESSE MORENO**  
COMMISSIONER, PRECINCT 4

  
**RANDY SCHEIDE**  
COMMISSIONER, PRECINCT 1

  
**JERRY BATES**  
COMMISSIONER, PRECINCT 3

ATTEST:   
**LUCILLE HUTCHERSON**  
COUNTY CLERK

3. In the event of invalidation of any of the provisions of these Subdivision Rules by a court of competent jurisdiction, all other provisions of these Subdivision Rules shall remain in full force and effect.

**D. FEES**

The applicant shall pay a non-refundable fee in the amount set forth below. The Commissioners' Court may amend these fees from time to time without amending or affecting the remainder of these regulations.

<i>Plat with roads -</i>	\$1000.00	plus - \$100.00 per lot
<i>Plat with no roads -</i>	\$ 500.00	plus - \$50.00 per lot
<i>Vacate &amp; Re-plat -</i>	\$ 100.00	plus - \$20.00 per lot

**Home Owner Association Subdivision:**

<i>Plat with roads -</i>	\$1000.00	plus - \$100.00 per housing unit
<i>Plat with no roads -</i>	\$ 500.00	plus - \$ 50.00 per housing unit
<i>Vacate &amp; Re-plat -</i>	\$ 100.00	plus - \$ 20.00 per housing unit

**THE ABOVE MENTIONED FEE SHALL BE DUE AND PAYABLE ON THE DATE THE APPLICATION IS RECEIVED BY THE DESIGNATED COUNTY OFFICAL**