



PLAT RECORDING PACKAGE
SUBMITTAL CHECKLIST
May 2019

City of Hutto Development Services
500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
512-759-4038 Engineering
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

PLAT NAME: _____

CITY OF HUTTO FEES:

Required fees may be provided by cash, credit card or check made payable to: City of Hutto

WILLIAMSON COUNTY CLERK FEES:

Required fees may be provided by check made payable to: Williamson County Clerk (**check county website for fees**)
The City of Hutto does not process payments to Williamson County. Receipts will be issued by the county once recorded.

RECORDING CRITERIA

- Plat approval has not expired.
- All comments have been addressed.
- City Engineer has approved improvements plans, and performance bond has been received. City Engineer must provide planning staff authorization to proceed with recording the final plat.
- City Engineer has approved construction of improvements, and maintenance bond has been received. City Engineer must provide planning staff authorization to proceed with recording the final plat.
- Proof that engineering inspection fees have been paid.
- Proof that parkland fees have been paid.
- All separate instruments have been recorded and the Document Numbers have been written on plat.
- ETJ PLATS ONLY:** Commissioner's Court approval is required prior to submittal. Provide copy of meeting minutes.

REQUIRED FOR SUBMITTAL

Some required items may not apply to all plats. If needed, consult with planning or engineering staff for items required.

- Original **paper** plat with all signatures and seals 18" x 24" (***mylar will no longer be accepted and originals will not be returned. Williamson County will only send recorded plats digitally) If you require a hard copy please contact the County directly after the recording process is complete***)
- Copy of plat (1) 18" x 24" + (1) 11" x 17" + (1) 8½" x 11"
- Copy of recorded Covenants, Conditions and Restrictions.
- Original tax certificate showing all taxes have been paid. Names must match owner(s) name shown on plat dedication signature block.
- Original Williamson County Owner Affidavit.

PROCESSING

Recording time depends on the county clerk's workload. Please allow for 7-10 days.

- Staff obtains Mayor's signature on original plat.
- Plat recording package is sent to Williamson County Clerk.
- County emails digital recorded plat to the City.
- Staff emails recorded plat and addressing to applicant.

FOR DEPARTMENT USE ONLY:

Date Received	Date plat sent to county

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: _____