



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	\$95.00	\$170.00	\$245.00	\$320.00	\$395.00	\$470.00

(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.*