



COUNTY CLERK

Sasha Kelton

Clay County Courthouse Annex - 214 N. Main Street
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PLAT REQUIREMENTS

Please review the county's subdivision rules and regulations (you may obtain a packet from the county, or view/print on county website) before getting started on your plat. If you have any questions please contact your county commissioner or the county judge. Once you've got your plat ready for approval, you must get on the agenda for the city or county for approval.

Once you've got your plat approved and signed by either the city council (for plats within a city) OR the Commissioners' Court (for plats outside city limits), you will need to file it in the Official Public Records of the county at the County Clerk's office.

- Plat Filing Fees: **\$326 for plats outside city limits** and **\$86 for plats inside city limits**
We accept cash, checks, credit/debit cards. The card vendor charges an additional fee.
- You must present original signed, notarized 18"x22" plat for recording. This will be kept in the plat cabinet.
- You must also submit a legal or letter size copy for scanning OR a digital version for uploading. A digital version may be emailed to the clerk or submitted via USB flash drive.
This copy is only used as a placeholder in our software system, and does not have to be fully-signed.
- You may submit multiple copies (or originals) in which the clerk can apply our recording labels or file stamp and return to you at time of filing.
- You are required to attach a Tax Certificate issued by the Clay County Appraisal District. These are usually approx. \$10.00

Title/abstract companies and appraisal district gets copies of our records weekly in order to update their records.