

CITY OF CORINTH

Plat Recordation Checklist

Case No. and Project Name:

GENERAL INFORMATION

- 1) All recordable plats (Final, Replat, Conveyance, Minor) are required to follow the same recordation procedures as a Final Plat. See **Section 3.03.03.J. Procedures for Final Plat Recordation upon Approval** of the UDC for more information on the recording process.
- 2) See **Section 3.03.03.M. Signature Blocks** of the UDC for the required signature blocks for all recordable plats.

CHECKLIST

Item	Applicant	Staff
1) <u>County Filing Fee:</u> \$50.00 per page (a two-page plat would be \$100.00; a three-page plat would be \$150.00) + \$0.25 per page for a certified copy (optional). <u>Make checks payable to the Denton County Clerk</u>	<input type="checkbox"/>	<input type="checkbox"/>
2) <u>Tax certificates:</u> all plats submitted for recordation must include original tax certificates, issued solely by the Denton County Tax Assessor-Collector (no third parties) within the past 30 days , from ALL taxing units with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed and that taxes imposed for the current year have been paid. Refer to Section 12.002 (e) Texas Property Code for complete list of legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
3) <u>Proof of Ownership:</u> Provide a current title commitment (dated within 90 days) issued by a title insurance company, a title opinion letter, or some other acceptable proof of ownership identifying all persons having an ownership interest in the property subject to the Plat.	<input type="checkbox"/>	<input type="checkbox"/>
4) <u>Seals:</u> must be original and affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary. All stamps and seals must be legible.	<input type="checkbox"/>	<input type="checkbox"/>
5) <u>Signatures:</u> All signatures must be original and acknowledged (including duplicate signatures – i.e., one person signing multiple sections of the same plat document). Notary’s name must be printed under notary’s signature. Notary’s seal must be affixed and legible, and the notary expiration date must be shown.	<input type="checkbox"/>	<input type="checkbox"/>
6) <u>Property Owners Associations Deeds and Covenants:</u> proof of recordation of the Property Owners Association Deeds and Covenants previously reviewed and approved by the City of Corinth.	<input type="checkbox"/>	<input type="checkbox"/>
7) <u>Required Documentation</u>		
Three (3) sets (24” x 36”) blue or black line prints	<input type="checkbox"/>	<input type="checkbox"/>
One (1) CAD drawing digital copy	<input type="checkbox"/>	<input type="checkbox"/>
8) <u>Formatting Requirements</u>		

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Certification and Dedication by the owner	<input type="checkbox"/>	<input type="checkbox"/>
Certification by a Registered Professional Land Surveyor	<input type="checkbox"/>	<input type="checkbox"/>
Certification and Approval by the City	<input type="checkbox"/>	<input type="checkbox"/>
Must provide a 3" x 3" filing block	<input type="checkbox"/>	<input type="checkbox"/>

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials.

Applicant's Signature

Date