



# COLLIN COUNTY

**Stacey Kemp**  
**County Clerk**  
2300 Bloomdale Road  
Ste. 2106  
McKinney, Texas 75071  
972-548-4185  
972-547-5731 Fax  
[www.collincountytx.gov](http://www.collincountytx.gov)

## Requirements for Filing a Plat in Collin County

**NO FILINGS OF PLATS WILL BE ACCEPTED AFTER 3:30 p.m.**

### **SPECIFICATIONS FOR FILING PLATS INCLUDE:**

1. The size of the plat shall be **NO LARGER OR SMALLER** than 24 x 36 inches.
2. The County Clerk's Office requires one black line copy with all **ORIGINAL** seals and signatures - **NO EXCEPTIONS**.
3. The plat must show the following:
  - a) Signatures must be original, and names must be printed under each signature. If the owner is a company, that company name must be above the signature.
  - b) Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed and legible, and the notary expiration date must be shown.
  - c) Seals must be affixed by person approving the plat, whether it is the city or the county (if applicable), as well as the surveyor and notary.
  - d) Tax Certificates are required from each taxing entity to show there are no delinquent taxes. A signature and seal is required from proper taxing authorities.
  - e) All stamps and seals **MUST** be legible.
  - f) A minimum of a 2 x 4 inch blank space on the lower right corner of the plat is required for the recording label.