



COUNTY CLERK

Sasha Kelton

Clay County Courthouse Annex - 214 N. Main Street
PO Box 548, Henrietta, Texas 76365
Phone: (940) 538-4631 Fax: (940) 264-4160
ccclerk@claycountytexas.com www.claycountytexas.net

PLAT REQUIREMENTS

Please review the county's subdivision rules and regulations, available at the clerk's office, and on the county's website before getting started on your plat. If you have any questions regarding rules and regulations, please contact your county commissioner or county judge. If your plat requires approval, you must get on the agenda for city or county approval.

Once the plat is approved and signed by either the city or county, you will need to file and record it in the Official Public Records of the county at the county clerk's office.

- Plat must be accompanied by filing fee: **\$325 for plats outside city limits** and **\$85 for plats within city limits**. We accept cash, checks, credit/debit cards. The card vendor charges a convenience fee. These are recording fees collected by the clerk, and are separate from any other subdivision fees the county may assess prior to filing the plat.
- You *must* file one original, signed, acknowledged 18" by 24" plat for recording. This will be kept in the county's plat cabinet. You *may* execute multiple originals, or present multiple copies to the clerk for file marking, which will be returned to you at time of recording.
- You are required to attach a Tax Certificate issued by the Clay County Appraisal District. These are usually approx. \$10 payable to CCAD.
- We request that you submit a digital copy of plat via email or USB flash drive to the clerk for recording in the software system. The county's largest scanner is 12x18, so we are unable to scan the large original.

Title/Abstract companies and CCAD obtain our records weekly in order to update their records.