



KRYSTAL VALDEZ, COUNTY CLERK

109 S. Jackson St., 2nd Floor, Waxahachie, Texas 75165

P.O. Box 250, Waxahachie, Texas 75168

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

Phone: 972-825-5070 Fax: 972-825-5075 Email: elliscountyclerk@co.ellis.tx.us

ELLIS COUNTY PLAT FILING REQUIREMENTS

**** Plats received after 4:00 p.m. will be processed the next business day****

1. The size of all plat sheets shall be 18” x 24”.
2. The County Clerk’s Office requires one blackline copy with all ORIGINAL seals and signatures; **no exceptions**. Up to two (2) additional copies with original seals and signatures may also be submitted for your records.
3. The plat must show the following items listed below. To view a sample plat, please click on this link → <http://co.ellis.tx.us/DocumentCenter/View/9149> ←
 - a. Certification and Dedication by owner (addition name in dedication and title block must be the same).
 - b. Certification by a Registered Professional Land Surveyor.
 - c. Certification and approval by the city with seal (if located within the city limits or ETJ, if applicable).
 - d. Approval by Commissioners’ Court (if located outside the city limits).
 - e. Complete Legal Description; a replat must reference the original plat information.
4. All 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.
5. Signatures must be acknowledged. Notary’s name must be printed under each signature. Notary’s seal must be affixed and legible and must show the notary expiration date.
6. Seals must be affixed by whoever approves the plat (city, county, surveyor, notary).
7. Tax Certificates from each taxing entity (signed and sealed from County Tax Office).
8. All stamps and seals **MUST** be legible.
9. Clear space in the upper right corner for recording information.
10. Stickers are not allowed to be placed on the plat for any reason.

Extraterritorial Jurisdiction (ETJ) – Area outside of City’s limits so designated to fall in the City’s “sphere of influence.”

Subdivision with Extraterritorial Jurisdiction: If the location of the subdivision is within the extraterritorial jurisdiction of any city or town within Ellis County, the plat may require municipal approval of that jurisdiction and must have their approval signature block on the plat. Please contact the Department of Development for specific details on this requirement.

For questions related to the plat approval process, please contact the Department of Development at 972-825-5200.