

FEEES FOR FILING SUBDIVISION PLATS:

1ST PLAT PAGE \$61.00 (\$50 FILING FEE, \$5 RMP, \$5 ARCHIVE FEE & \$1 COURTHOUSE SEC. FEE)
ADDL PLAT PAGES \$50.00
ATTACHMENTS \$ 4.00 (TAX CERTIFICATES OR OTHER)

REQUIREMENTS FOR FILING SUBDIVISION MAPS

- 1.) SIZE: MAXIMUM 24" X 36" DRAWN TO SCALE OF 1" = 100' OR LARGER
(i.e. 1" = 10', 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60', etc.)
GRAPHIC SCALE TO BE SHOWN ON MAP
- 2.) TWO (2) BLUEPRINTS AND ONE (1) ORIGINAL MYLAR FOR MAPS FILED WITHIN GALVESTON CITY LIMITS, PORT BOLIVAR AND CRYSTAL BEACH OR FILED FROM MAINLAND.
- 3.) ALL LINES AND PRINTING MUST BE ORIGINAL IN BLACK NON-WATER SOLUBLE INK ON MYLAR FILM. NO BLUE INK, BLUE BACKGROUND, BROWN INK OR BROWN BACKGROUND.
- 4.) SIGNATURES MUST BE IN BLACK NON-WATER SOLUBLE INK.
- 5.) COUNTY CLERK CERTIFICATE MUST PROVIDE ADEQUATE SPACE FOR THE CLERK'S CERTIFICATE INFORMATION INCLUDING "PLAT RECORD ___ MAP NUMBER ___" (VOL. & PG. REFERENCES ARE NO LONGER USED).
- 6.) MUNICIPAL APPROVED PLATS MUST INCLUDE THE FOLLOWING OR SIMILAR WORDING: "ALL OF THE PROPERTY SUBDIVIDED IN THE FOREGOING PLAT IS WITHIN THE INCORPORATED BOUNDARIES OF THE CITY OF _____, TEXAS."
- 7.) CURRENT ORIGINAL TAX CERTIFICATES FROM ALL THE PROPERTY'S TAXING ENTITIES. ATTACHMENTS ARE SUBJECT TO A \$4.00 PER PAGE FILING FEE.


EXAMPLE

I, DWIGHT D. SULLIVAN, COUNTY CLERK, GALVESTON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE WRITTEN INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE ON _____, 20____, AT _____ O'CLOCK, ___ M., AND DULY RECORDED ON _____, 20____, AT _____ O'CLOCK, ___ M., IN PLAT RECORD _____ MAP NUMBER _____, GALVESTON COUNTY MAP RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE, AT GALVESTON, TEXAS, THE DAY AND DATE LAST ABOVE WRITTEN.

DWIGHT D. SULLIVAN, COUNTY CLERK
GALVESTON COUNTY, TEXAS

BY _____ DEPUTY



DWIGHT D. SULLIVAN, COUNTY CLERK
GALVESTON COUNTY, TEXAS

