



PLANNING DEPT. – Revised 10/01/2018

CORYELL COUNTY PLAT RECORDATION

Here is a step-by-step guide how a plat gets recorded.

1. Number, Format, and Media. Coryell County requires two (2) 24" X 36" bond prints with original signatures. The City of Copperas Cove requires one (1) 24" X 36" mylar with original signatures. (You can include additional copies if you want, but remember that we will be scanning and then providing a PDF file)

2. All signatures must be obtained by applicants on all copies before submitting to the City of Copperas Cove.
 - a. Surveyor's Statement, blue-ink seal.
 - b. Owner(s) Dedication Statement.
 - c. Coryell Tax office statement. The tax office is located at: 201 S. 7th Street, Gatesville, TX 76528.

3. Provide a check payable to the Coryell County Clerk, based on the County's adopted fee structure. The City of Copperas Cove recommends contacting the Coryell County Clerk's office at (254) 865-5911 to verify the recording fee and/or information.
<https://coryellcounty.org/government/county-clerk/>

4. City of Copperas Cove signature responsibilities.
 - a. City Planner Signature Block (if admin. plat)
 - b. P&Z Signature Block
 - c. Mayor Signature Block

5. City Staff will physically process with the recordation with the County Clerk's office.

6. City Staff will retain the mylar copy and scan the plat for our records. We will also email you a copy of the scanned plat for your records (if desired).



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LAMPASAS COUNTY PLAT RECORDATION

Here is a step-by-step guide how a plat gets recorded.

1. Number, Format, and Media. Lampasas County requires three (3) 18" X 24" black/white mylars with original signatures. The City of Copperas Cove requires one (1) 18" X 24" mylar with original signatures. (You can include additional copies if you want, but remember that we will be scanning and then providing a PDF file)
2. All signatures must be obtained by applicants on all copies before submitting to the City of Copperas Cove.
 - a. Surveyor's Statement.
 - b. Owner(s) Dedication Statement.
 - c. Lampasas Tax office statement. The tax office is located at: 109 E 5th Street, Lampasas, TX 76550.
3. Provide a check payable to the Lampasas County Clerk, based on the County's adopted fee structure. The City of Copperas Cove recommends contacting the Lampasas County Clerk's office at (512) 556-8271 to verify the recording fee and/or information.

<http://www.co.lampasas.tx.us/page/lampasas.County.Clerk>
4. City of Copperas Cove signature responsibilities.
 - a. City Planner Signature Block (if admin. plat)
 - b. P&Z Signature Block
 - c. Mayor Signature Block
5. City Staff will physically process with the recordation with the County Clerk's office.
6. City Staff will retain the mylar copy and scan the plat for our records. We will also email you a copy of the scanned plat for your records (if desired).



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BELL COUNTY PLAT RECORDATION

Here is a step-by-step guide how a plat gets recorded.

1. Number, Format, and Media. Bell County requires one (1) 24" X 36" mylar with original signatures. The City of Copperas Cove requires one (1) 24" X 36" mylar with original signatures. (You can include additional copies if you want, but remember that we will be scanning and then providing a PDF file)
2. All signatures must be obtained by applicants on all copies before submitting to the City of Copperas Cove.
 - a. Surveyor's Statement.
 - b. Owner(s) Dedication Statement.
 - c. Bell Tax office statement. The tax office is located at: 550 E 2nd Avenue, Belton, TX 76513.
3. Provide a check payable to the Coryell County Clerk, based on the County's adopted fee structure. The City of Copperas Cove recommends contacting the Bell County Clerk's office at (254) 933-5174 to verify the recording fee and/or information.

http://www.bellcountytexas.com/county_government/county_clerk/index.php
4. City of Copperas Cove signature responsibilities.
 - a. City Planner Signature Block (if admin. plat)
 - b. P&Z Signature Block
 - c. Mayor Signature Block
5. City Staff will physically process with the recordation with the County Clerk's office.
6. City Staff will retain the mylar copy and scan the plat for our records. We will also email you a copy of the scanned plat for your records (if desired).