

Coryell County Plat Recordation

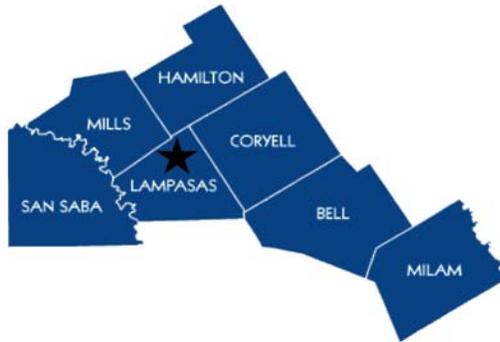
Here is a step-by-step guide to how your plat gets recorded.

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)
2. Signatures obtained by applicant on all copies before submitting to 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. This information is available on the County's website as follows:
http://www.coryellcounty.org/county_clerk.html

If you have questions about the fees, please contact the County Clerk's office at 254-865-5911 ext. 2235.

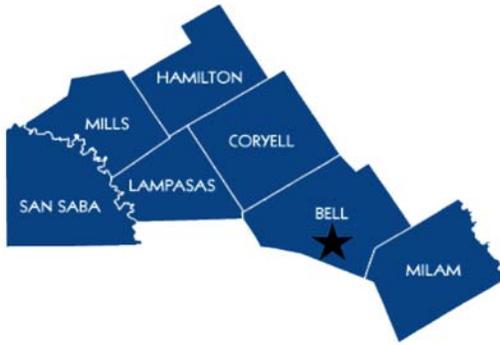
4. City of Copperas Cove signature responsibilities.
 - a. P&Z Signature block
 - b. Mayor signature block
5. City staff will physically process the recordation with the County Clerk's office.
6. City staff will retain the mylar copy and scan the plat for our records. We will also email you a copy of the scanned plat for your records.



Lampasas County Plat Recordation

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

1. Number, Format, and Media. Lampasas County requires three (3) 18"x24" black/white mylars with original signatures. The City of Copperas Cove requires one (1) 18"x24" mylar with original signatures. (You can include additional copies if you want, but remember that we will be scanning and then providing a .pdf)
2. Signatures obtained by applicant on all copies before submitting to City of Copperas Cove.
 - a. Surveyor's Statement
 - b. Owner(s) Dedication Statement
 - c. Lampasas Tax office statement. The Tax office is located at 409 S. Pecan Street, Lampasas TX 76550.
3. Provide a check payable to the Lampasas County Clerk, based on the County's adopted fee structure. As of December 2013, the fee was \$100 for the first page, \$50 for the second. The City recommends contacting the County Clerk's office at 512-556-8271 to verify this information.
4. City of Copperas Cove signature responsibilities.
 - a. P&Z Signature block
 - b. Mayor signature block
5. City staff will physically process the recordation with the County Clerk's office.
6. City staff will retain a mylar copy and scan the plat for our records. We will also email you a copy of the scanned plat for your records.



Bell County Plat Recordation

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

1. Number, Format, and Media. Bell County requires one (1) 24"x36" mylar with original signatures (will file mark any extras brought it). The City of Copperas Cove requires one (1) 24"x36" mylar with original signatures. (You can include additional copies if you want, but remember that we will be scanning and then providing a .pdf)
2. Signatures obtained by applicant on all copies before submitting to City of Copperas Cove.
 - a. Surveyor's Statement
 - b. Owner(s) Dedication Statement
 - c. Bell County Tax office statement. The Tax office is located at 550 East 2nd Avenue, Belton TX 76513.
3. Provide a check payable to the Bell County Clerk, based on the County's adopted fee structure. The recording fee per plat is \$25.00 per mylar. For dedications, the recording fee is \$11.00 for the first page and \$4.00 for each page thereafter. The City recommends contacting the County Clerk's office at 254-933-5772 to verify this information.
4. City of Copperas Cove signature responsibilities.
 - a. P&Z Signature block
 - b. Mayor signature block
5. City staff will physically process the recordation with the County Clerk's office.
6. City staff will retain a mylar copy and scan the plat for our records. We will also email you a copy of the scanned plat for your records.