



Requirements for filing a plat in Cooke County, Texas

The following items are required in order to file a plat with the Cooke County Clerk's office. This is necessary to maintain a consistent historical record of the plats filed in Cooke County. Plats filed after 04/01/2019 will be scanned and copies will be available online at a cost from our website <https://www.texaslandrecords.com>

Specifications for Filing Plats:

1. The size of the plat shall be no smaller than 12" x 14" and no larger than 24" x 36".
2. Must file one original on Mylar or Vellum and one copy to be forwarded to the Appraisal District.
3. Duplicate copies will be Clock Stamped in at the time received only. No Charge.
4. All plats must have all original signatures and seals.
5. All plats must have approval from the appropriate city and/or county authority.
6. All plats filed must have attached an original Tax Certificate from the Cooke County Appraisal District indicating that no delinquent taxes are owed on the real property as per Texas Property Code 12.002.
7. Filing fee for plats: \$60.00
8. If Restrictions, Declarations, Covenants, etc. have been created and are not on the plat they **must** be filed in the Official Public Records. Filing fee is \$30.00 for the 1st page and \$4.00 for each additional page.
9. We accept cash, cashier's check and credit card for filing fees. (a 3% convenience charge is automatically added on credit card payments)