



TERRI ROSS
Upshur County Clerk

2nd Floor - Upshur County Courthouse
903-843-4015
903-843-4504 (fax)

100 West Tyler
PO Box 730
Gilmer, TX 75644

Subdivision Plat Requirements:

Please provide the following to the County Commissioner:

- 1) 18 x 24 plat with the following:
 - a. Signature of the surveyor;
 - b. Signature of the owner and/or president of subdivision with acknowledgment;
 - c. Restrictions to subdivision. If restrictions are too lengthy to be placed on the plat, restrictions would need to be filed as a separate document in the Official Public Records at a cost of \$25.00 for the first page and \$4.00 for each additional page.
 - d. Date of approval by Commissioner's Court followed by signature lines for each Commissioner as well as a signature line for the County Judge.
 - e. Name of Subdivision.
- 2) Please provide 1 8 ½ by 14 copy of the plat.
- 3) Tax Certificate to the property showing taxes paid.
- 4) Filing fee of \$50.00 in the form of check or money order made payable to the Upshur County Clerk.