



KRYSTAL VALDEZ, COUNTY CLERK

109 S. Jackson St., 2nd Floor, Waxahachie, Texas 75165

P.O. Box 250, Waxahachie, Texas 75168

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

Phone: 972-825-5070 Fax: 972-825-5075 Email: elliscountyclerk@co.ellis.tx.us

Ellis County Plat Filing Requirements

**** Plats received after 4:00 p.m. will be processed the next business day**

1. The size of the plat shall be 18” x 24”
2. The County Clerk’s Office requires one black line copy with all ORIGINAL seals and signatures; **no exceptions.**
3. The plat must show the following:
 - a. Certification and Dedication by owner (addition name in dedication and title block must be the same).
 - b. Certification by a Registered Professional Land Surveyor.
 - c. Certification and approval by the city (if within the city’s ETJ).
 - d. Approval by Commissioners’ Court (if needed).
 - e. Complete Legal Description; a replat must reference the original plat information.
4. Signatures must be original, and names must be printed under each signature. If the owner is a company that company name must be above the signature.
5. Signatures must be acknowledged. Notary’s name must be printed under each signature. Notary’s seal must be affixed and legible, and must show the notary expiration date.
6. Seals must be affixed by whoever approves the plat (city, county, surveyor, notary).
7. Tax Certificates from each taxing entity (signed and sealed from County Tax Office). School and City Taxes not collected through the County may not have a seal but must have original signatures.
8. All stamps and seals **MUST** be legible.

Extraterritorial Jurisdiction (ETJ) – Area outside of City’s limits so designated to fall in City’s “sphere of influence”

Subdivision with Extraterritorial Jurisdiction: If the location of the subdivision is within the extraterritorial jurisdiction of any city or town with Ellis County the plat shall be approved by the governing body of that jurisdiction and so indicated on the face of the plat.