



FORMAT GUIDE

PLANNING & DEVELOPMENT

A. OWNERSHIP CERTIFICATE

The purpose of the ownership certificate is to identify the owner and provide the Volume and Page of Deed Records, verifying the ownership. When the property owner is a corporation, typically an agent is authorized to sign for the corporation, using the following format.

STATE OF TEXAS §

COUNTY OF BURLESON §

WHEREAS, (Name of Corporation), acting by and through the undersigned, its duly authorized agent, is the sole owner of a tract of land located in the (Survey Name and Abstract Number), in the CITY OF CALDWELL, Burleson County, Texas, according to the deed recorded in Volume __, Page __ of the Deed Records of Burleson County, Texas, and being more particularly described as follows:

(Continue with Legal Description)

When one property owner is an individual or several individuals, the following format should be used.

STATE OF TEXAS §

COUNTY OF BURLESON §

WHEREAS, (Name of Individual), and (Name of 2nd Individual, if applicable), is/are the sole owner(s) of a tract of land located in the (Survey Name and Abstract Number), in the CITY OF CALDWELL, Burleson County, Texas, according to the deed recorded in Volume __, Page __, of the Deed Records of Burleson County, Texas and more particularly described as follows:

(Continue With Legal Description)

107 S Hill St. Caldwell, TX 77836

Phone: (979)567-3271 Ext. 107

Email: development@caldwelltx.gov

Website: <https://www.caldwelltx.gov/departments/planning-development/>



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B. LEGAL DESCRIPTION

A “short legal” may be used for replats when all of the lots are included in the replat, and exterior boundaries do not change.

BEING all of lots, (Lot Numbers), Block, (Addition Name) an addition to the CITY OF CALDWELL, Burleson County, Texas, according to the plat recorded in Volume __, Page __, of the Plat Records of Burleson County, Texas.

A “long legal” is used when property has never been platted, or when establishing exterior boundaries.

C. OWNER’S SIGNATURE

When the property owner is a corporation, the agent signing for the corporation should sign their name and also include their title. When there are multiple owners, each one should be identified with their individual lots, if applicable.

(Owner's Agent)

(Title)



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D. NOTARY STATEMENT

The notary statement should follow the owner's signature and must include the notary's seal (Ink Stamp Only). If no date appears on the notary's seal, then the expiration date should be written. When there is more than one owner signing the plat, individual notary statements may be required, unless the notary witnesses each signature.

STATE OF TEXAS §

COUNTY OF BURLESON §

BEFORE ME, the undersigned authority, on this day personally appeared (Name), [of (Corporation Name if applicable)] known to me to be the person whose name is subscribed to the foregoing instrument and acknowledges to me that he/she executed the same for the purpose and consideration therein expressed, in the capacity therein stated, and as the act and deed of said partnership.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 20____.

Notary Public in and for the State of Texas

NOTARY SEAL (Ink Stamp Only)

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E. TITLE BLOCKS

FINAL PLAT

A Record Plat of Lot(s), Block(s), (Addition Name), being (# acres) acres of land located in the (Survey Name and Abstract Number), an addition in the CITY OF CALDWELL, Burleson County, Texas.

AMENDED RECORD PLAT

A Record Plat of Lot(s), Block(s), (Addition Name), an addition to the CITY OF CALDWELL, Burleson County, Texas, being an amendment of Lots, Block, (Addition Name), an addition to the CITY OF CALDWELL, Burleson County, Texas, according to the Plat recorded in Volume __, Page __, of the Plat Records of Burleson County, Texas.

REPLAT

A Record Plat of Lot(s), Block(s), (Addition Name), an addition to the CITY OF CALDWELL, Burleson County, Texas, being a replat of Lots, Block, (Addition Name), an addition to the CITY OF CALDWELL, Burleson County, Texas, according to the Plat recorded in Volume __, Page __, of the Plat Records of Burleson County, Texas.

MINOR RECORD PLAT

A record plat being a Minor Plat of Lot(s), Block(s), (Addition Name), being (# acres) acres of land located in the (Survey Name and Abstract Number), an addition in the CITY OF CALDWELL, Burleson County, Texas.

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F. OWNER NAME AND ADDRESS

Name_____

Address_____

Phone_____

Fax_____

G. SURVEYOR NAME AND ADDRESS

Name_____

Address_____

Phone_____

Fax_____

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H. SURVEYOR'S CERTIFICATE

A legal description and surveyor or engineer's certificate, similar to the one shown in the following form, shall be placed on the record plat.

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my supervision

Signature

Date

Registration Number

(SEAL)

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I. APPROVAL STATEMENTS *(Use additional sheets)*

The following approval block is used for Preliminary, Final, and Amended Plats, and Replats:
(Check with City Staff for complete and correct spelling of individuals' names for each title.)

Approved this _____ day of _____, 20____ by the City Council of the
City of Caldwell, Texas.

Janice Easter, Mayor
CITY OF CALDWELL

Date

Melissa Gonzales, City Secretary
CITY OF CALDWELL

Date

(SEAL)

The following approval block is used for Minor Plats:

Approved this _____ day of _____, 20____, as a Minor Plat, by the
City Administrator of the City of Caldwell, Texas.

Camden White, City Administrator
CITY OF CALDWELL

Date

Melissa Gonzales, City Secretary
CITY OF CALDWELL

Date

(SEAL)

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J. COUNTY CERTIFICATION

For property located within the City of Caldwell Extra Territorial Jurisdiction (ETJ) and not currently annexed in the City Limits, the County Commissioners Court will have to review and approve the plat after the City Council approval and before recording with the County Clerk.

County Commissioner Acknowledgement

STATE OF TEXAS

COUTY OF BURLESON

APPROVED by the Commissioners Court of Burleson County, Texas this _____ day of _____, 20_____.

Keith Schroeder
COUNTY JUDGE

Joe Baldwin
Commissioner, Precinct 1

Vincent Svec
Commissioner, Precinct 2

David Hildebrand
Commissioner, Precinct 3

Carol Hill
Commissioner, Precinct 4

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K. FILING INFORMATION

The following Certification Block is used for County Clerk Certification:

(Check with City Staff for complete and correct spelling of individuals' names for each title.)

County Clerk's Certification

STATE OF TEXAS

COUNTY OF BURLESON

"I, _____, Clerk of the County Court of Burleson County, Texas, do hereby certify that the foregoing instrument with its certificate of authentication was filed in my office on the _____ day of _____, 20_____, at _____ o'clock, _____.m., and duly recorded the _____ day of _____, 20_____, at _____ o'clock, _____.m., in Plat Cabinet _____, Page _____."

"WITNESS MY HAND AND SEAL OF OFFICE, at _____ the day and date last above written."

Anna Schielack,
Clerk, County Court Burleson County, Texas

BY: _____
Deputy

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L. DEDICATION STATEMENTS

The purpose of the dedication statement is for the owner to acknowledge the new legal description of the property and to dedicate public easements, rights-of-way, parks, etc.

When the property owner is a corporation, the following format should be used:

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

THAT, _____, acting herein by (Name of Corporation) and through its duly authorized officers, does hereby adopt this plat designated herein as _____ addition to the (Addition Name as used in Title Block) CITY OF CALDWELL, Burleson County, Texas.

The easements shown hereon are hereby reserved for the purposes as indicated. All streets, alleys, rights-of-way, and Lot(s)/Block(s), are hereby dedicated in fee simple to the CITY OF CALDWELL for municipal purposes. The utility and fire lane easements (streets, alleys, and common areas) shall be open to the public, fire and police units, garbage and rubbish collection agencies, and all public and private utilities for each particular use. No buildings, trees, shrubs, or other improvements or growths shall be constructed, reconstructed or placed upon, over or across the utility easements as shown. Said utility easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use the same.

All and any public utility shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on the utility easements and all public utilities shall at all times have the full right of ingress and egress to and from and upon the said utility easements for the purpose of construction, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purposes of reading meters and any maintenance and service required or ordinarily performed by that utility.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the CITY OF CALDWELL.

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When the property owner is an individual(s), the following format should be used:

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

THAT, _____ (Name of Individual) and
_____ (Name of 2nd Individual if applicable), do/does hereby
adopt this plat designating the herein above described property as
_____ an addition to the (Addition Name as used in Title Block)
CITY OF CALDWELL, Burleson County, Texas.

The easements shown hereon are hereby reserved for the purposes as indicated. All streets, alleys, rights- of-way, and Lot(s)/Block(s), are hereby dedicated in fee simple to the CITY OF CALDWELL for municipal purposes. The utility and fire lane easements (streets, alleys, and common areas) shall be open to the public, fire and police units, garbage and rubbish collection agencies, and all public and private utilities for each particular use. No buildings, trees, shrubs or other improvements or growths shall be constructed, reconstructed or placed upon, over or across the utility easements as shown. Said utility easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use the same.

All and any public utility shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on the utility easements and all public utilities shall at all times have the full right of ingress and egress to and from and upon the said utility easements for the purpose of construction, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purposes of reading meters and any maintenance and service required or ordinarily performed by that utility.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the CITY OF CALDWELL.

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M. GENERAL NOTES

Any other miscellaneous information including engineering notes or data.

N. PLAT LAYOUT GUIDE

Plats are to be on a 24" x 36" sheet. See [here](#) for example.

A PAPER COPY OF THE FINAL PLAT ONLY NEEDS TO BE PROVIDED UPON FINAL SUBMISSION AFTER CITY COUNCIL APPROVAL FOR RECORDING WITH THE COUNTY.