

# FILED PLAT SUBMISSION REQUIREMENTS

After Filing with Dallas County Records (Final Plat ONLY):

- 1) Four (4) - 24" x 36" Black Line Prints (**Folded**)
- 2) One (1) - Mylar Sepia 24" x 36"
- 3) Flash Drive: Submit **two separate flash drives** labeled with the Plat name. Each flash drive shall contain copies of the plat in both **AutoCAD 2000 (or newer release)** and **TIF or PDF** formats of the recorded plat along with copies of the filed and recorded plat.

**Note:** Copies of plats shall contain all signatures and the County Clerk Recordation Number (Make sure recording stickers are placed on the front of the plat-**NOT THE BACK**)

## HOW TO FOLD 24" X 36" PLANS

PLACE PLAN **PRINTED SIDE DOWN** READING LEFT TO RIGHT, THEN FOLD AS FOLLOWS:

FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO **OUTSIDE PORTION IS THE TITLE BLOCK**

**Note: To file a plat with Dallas County, you must have tax certificates from the City of Garland, GISD, and Dallas County.**

