



Recordation of a Mylar

Prior to submitting a plat for recordation you must review it and note any changes, regardless of their magnitude, from the Final Plat approved by Planning and Zoning Commission. All changes must be documented in a formal letter requesting approval of an Amended Final Plat and must be highlighted on a copy of the original Final Plat approved by Planning and Zoning. Minor changes may be approved administratively. Significant changes would require Planning & Zoning Commission review and approval.

➤ Pre-Recordation at Guadalupe County

- 5 Mylar copies total;
- Current Tax Certificates showing no delinquency (Must be originals);
- Acreage on Tax Certificates must meet or exceed the amount shown on Mylars;
- Mylar must show FULL LEGAL DESCRIPTION: abstract #, surveyor and acreage;
- The Plat must have no blanks, a signature line for the County Clerk and Abstract #'s must match Tax Certificates;
- All signatures including: Utilities, the Owner(s) as well as signed/sealed by the PE/RPLS;
- Any parkland fees required must be paid via check to City of Cibolo (if applicable);
- Two (2) checks:
 - o \$150 to City of Cibolo for Processing Fee
 - o \$121 for the 1st page and \$100 every additional page, for Recordation Fee with the County, plus \$4 charged per tax certificate used

➤ Post-Recordation at Guadalupe County

- Pick up 2 copies from City Hall. (200 S. Main St. Cibolo, Texas 78108)

January 8th, 2019

City of Cibolo, Texas
Planning and Engineering Department
