



Development Services Department
114 S. Echols Street
Caldwell, Texas 77836
979-567-3271 ext. 104
development@caldwelltx.gov

STANDARD LANGUAGE FORMAT GUIDE

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)



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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 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 _____

G. SURVEYOR NAME AND ADDRESS

Name _____

Address _____

Phone _____



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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 Subdivision Master Plan (Not Recorded), Preliminary (Not Recorded), Final and Certain Replats:

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

Mayor
CITY OF CALDWELL

(SEAL)

City Secretary
CITY OF CALDWELL

The following approval block is used for Final Plats, Minor Plats, Amended Plats, and Certain Replats, Vacating Plats:

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

City Administrator
CITY OF CALDWELL

(SEAL)

City Secretary
CITY OF CALDWELL



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J. FILING INFORMATION

The following Certification Block is used for County Clerk Certification:

County Clerk's Certification

STATE OF TEXAS

COUNTY OF BURLESON

"I, _____, County Clerk of Burleson County, Texas, do hereby certify that this plat, with its certificates of authentication was filed for record on the _____ day of _____, 20_____, and duly recorded in Volume (Plat Cabinet) _____, Page _____, Official Records of Burleson County, Texas."

County Clerk
Burleson County, Texas

BY: _____
Deputy



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K. 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.

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L. GENERAL NOTES

Any other miscellaneous information including engineering notes or data.

M. PLAT SHEET SIZE

Plats are to be on a 24" x 36" sheet

N. PLAT PRINTING

Three (3) paper and three (3) mylar copies of the final plat only need to be provided upon final submission after final approval for recording with the county. All signatures must be complete prior to delivering hardcopies to city hall for signatures and filing.