



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 City Council. 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 City Council. Minor changes may be approved administratively. Significant changes would require City Council review and approval.

➤ Pre-Recordation at Guadalupe County

- 2 Mylar and 2 paper copies total (Original signatures on each page);
- 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 space 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, made out to "Guadalupe County Clerks", for Recordation Fee with the County (If personal check please write driver license # and date of birth on check)

➤ Post-Recordation at Guadalupe County

- Pick up 2 copies from City Hall. (201 W. Loop 539 Cibolo, Texas 78108)

January 2023

City of Cibolo, Texas
Planning Department
