



# Franklin County Judge

Scott Lee  
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Mount Vernon, TX 75457  
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## PLAT AND REPLAT PROCEDURES

(Revised 02/26/2024 to Update Newspaper Information and Recording Fees)

To: Whom It May Concern

Re: Franklin County Plats and Replats

**All new plats and replats must go through two readings with the Franklin County Commissioner's Court. We do not accept 2 page plats. All information must be on one page (includes signatures & drawing).**

### **The following MUST be done to get on Commissioner's Court Agenda for the FIRST reading:**

1. Give at least four (4) copies of the plat/replat to the County Clerk. ALL SIGNATURES must be executed prior to delivering to County Clerk. Once delivered to clerk, copies will not be released until the plat/re-plat procedure is finalized. \*Do not begin ads in newspaper until copies have been left with the County Clerk. (\*See #7) Ensure that all copies have been signed by the Franklin County Water District if applicable.
2. The applicant, if applicable, shall obtain a letter from the Home/Property Owner's Association's designee who governs the subdivision, stating that the re-plat "will not interfere with the established rights of any owner of a part of the subdivided land; or each owner whose rights may be interfered with has agreed to the revision." OR have the Association's designee sign the statement of approval if it is printed on the plat/replat drawing. If this is the case, this MUST be signed before depositing with the County Clerk.
3. The lienholder(s) of all affected lots, if applicable, must sign off. If no lienholder, a statement to that effect on the plat or an attached certificate will suffice. This must be done before depositing with the County Clerk.
4. The plat/replat will not be given back to the owner or owner's representative once given to the County Clerk until it is recorded in the County Clerk's office.
5. Give the County Clerk your home address and telephone number or point of contact. You may reach them at 903-537-8357.
6. Contact the County Judge's office at 903-537-2342 Ext. 6 to get on the agenda. Court is held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month (in the event of a holiday, it will move to the next business day). You must contact the County Judge's office no later than the Wednesday prior to Commissioner's Court to get on agenda.
7. **Two consecutive newspaper ads (NOTE: The publications in the newspaper must be printed WEEKLY FOR THE TWO WEEKS IMMEDIATELY PRIOR to first reading. It is required that the LAST publication be printed following the first reading and at least ONE WEEK PRIOR to the second reading. Ads must run consecutively. Both Commissioner's Court dates and times must be printed in the publication. Please see attached example.)**

### **The following items are required prior to the SECOND reading:**

1. Obtain Affidavit of Publication from The Mount Pleasant Tribune as soon as the third ad is published showing the three consecutive dates the ads were ran. Obtain Tax Certificate (and receipt for current year if submitted after September 1) from Tax Assessor/Collector's office showing all taxes paid for the property being platted/re-platted. This must be presented in court at time of second reading pursuant to Texas Property **\*Plat/replat will be tabled if Affidavit of Publication and/or tax certificates are not presented in court or prior to by delivering to the County Clerk's office.**
2. Again contact the County Judge's office no later than the Wednesday prior to Commissioner's Court to get on the agenda.

**YOU OR YOUR DESIGNATED REPRESENTATIVE WILL BE REQUIRED TO APPEAR AT BOTH READINGS TO PRESENT THE PLAT/REPLAT TO THE COMMISSIONERS COURT. IF NO ONE IS PRESENT, NO ACTION WILL BE TAKEN.**

If you have any questions you may contact the County Clerk or County Judge at the numbers provided above. Our offices are here to serve you, the citizens of Franklin County.

**\*\*\*REPLAT\*\*\***  
NEWSPAPER PUBLIC NOTICE EXAMPLE

**PUBLIC NOTICE**

This notice makes a public request to revise Lot(s) \_\_\_\_\_ of (Subdivision Name) as shown by Plat recorded on slide \_\_\_\_\_, of the Plat records filed in the Franklin County Clerk's Office, 200 North Kaufman, Mount Vernon, Texas. It is proposed (describe what is being changed). The first reading will take place in the Franklin County Commissioner's Court, 200 North Kaufman, Mount Vernon, Texas, on (date), at 9:00 AM and the second reading will take place in the Franklin County Commissioner's Court on (date), at 9:00 AM. Written comments may be sent to the Franklin County Judge at 200 North Kaufman, Mount Vernon, Texas 75457.

**\*\*\*NEW PLAT\*\*\***  
NEWSPAPER PUBLIC NOTICE EXAMPLE

**PUBLIC NOTICE**

This notice makes a public request to subdivide the property known as (Amount of Acres) located in the (Survey Name), (Abstract Number) of Franklin County, Texas, as shown by the deed recorded in Volume \_\_\_\_\_ Page \_\_\_\_\_ of the Official Public Records filed in the Franklin County Clerk's Office, 200 North Kaufman, Mount Vernon, Texas. It is proposed (describe what is being changed). The first reading will take place in the Franklin County Commissioner's Court, 200 North Kaufman, Mount Vernon, Texas, on (date), at 9:00 AM and the second reading will take place in the Franklin County Commissioner's Court on (date), at 9:00 AM. Written comments may be sent to the Franklin County Judge at 200 North Kaufman, Mount Vernon, Texas 75457.

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**The publication in the newspaper must be printed each week in the two weeks immediately prior to first reading. It is required that the third publication be printed at least one week (7 days) before the second reading. This is required as per the Local Government Code (Sec. 232.041). You will run two ads prior to first reading, and one ad in between the two readings. The two ads before will run weekly for the two weeks immediately prior to the first reading. The third ad will run following the first reading (generally the Wednesday following the first reading). ADS MUST RUN CONSECUTIVELY.**

**Example:**

If the first reading is on June 10, 2024, and the second reading is on June 24, 2024:  
The first publication must be on May 29, 2024; second publication on June 5, 2024; and the third publication on June 12, 2024.

**\*\*\*The Mount Pleasant Tribune\*\*\* is currently designated as the official publication by the Franklin County Commissioners' Court (effective 02/26/2024). Their office is located at 202 S. Van Buren, Mt. Pleasant, TX 75455, and the office phone number is 903-572-1705. The mailing address is P.O. Box 1177, Mt. Pleasant, TX 75455.  
It is a weekly publication that comes out on **WEDNESDAY**. The deadline to get something in the paper is typically **MONDAY at 5:00 PM**. Please plan accordingly when preparing to run your ads. As soon as the third ad has been published, you will need to obtain the Affidavit of Publication from the newspaper.**

**\*DO NOT RUN AD IN NEWSPAPER UNTIL AT LEAST 4 COPIES OF THE PLAT/REPLAT HAVE BEEN DEPOSITED WITH THE COUNTY CLERK. PLAT/REPLAT IS REQUIRED TO BE AVAILABLE FOR PUBLIC VIEWING ONCE AD IS RUN.**

**Fee to record plats/replats after Commissioners' Court approval:**

**Replat recording fee 18 x 24 \$31**

**Replat recording fee 24 x 36 \$51**

**New Plats \$100 plus recording fee**

**Once you are finished in court, please go to the County Clerk's office to make payment for the plat/replat. The County Judge and County Clerk signatures will not be executed until after Commissioners' Court. After Commissioners' Court approval, the County Clerk will deliver the documents to the office to be recorded after court is adjourned. The recording of the documents will be done as soon as possible, but may not be done immediately following court. We will contact you by phone when your plats are ready for pick up, or you may leave an address to mail your copy to.**