

Diana Wolfe

From: Mandy Sawyer
Sent: Wednesday, July 8, 2026 2:56 PM
To: Lori Northcutt; Korey Young; Jeremy Cook; Jim Jones; Brent Hilliard
Cc: Lori Hutchins; Misty Fergason; Molly Lennon; Diana Wolfe
Subject: Property Plat Procedure

Dear Commissioners,

To ensure consistency and efficiency in the processing of property plats, the following procedure has been confirmed and should be followed for all plats requiring approval by the Commissioners Court.

Property Plat Processing Procedure

After reviewing the plat and determining it is ready to move forward, please instruct the property owner (or their representative) to bring the following items to the **Rains County Clerk's Office**:

- Original Mylar plat
- Required plat copies
- All supporting documentation required for filing
- Payment of the applicable recording fees

The County Clerk's Office will collect the recording fees in advance and verify that all required documents have been submitted.

Once the filing requirements have been met, the County Clerk's Office will notify the appropriate Commissioner that the plat is ready to be delivered to the County Judge's Office.

The appropriate Commissioner will deliver the plat to the County Judge's Office to be placed on the next available Commissioners Court agenda for consideration.

Following approval by the Commissioners Court, the County Clerk's Office will retrieve the approved Mylar plat, return it to the Clerk's Office, and officially record it into the Real Property Records of Rains County.

The original Mylar will then be permanently preserved in accordance with Texas law.

As a courtesy, the Commissioner may contact the property owner to inform them that their plat has been approved, officially recorded, and is now permanently maintained in the Rains County Clerk's Office. Implementing this standardized process will help ensure that all required documents and recording fees are received before court consideration, minimize delays, and provide a consistent experience for property owners while maintaining the integrity of the County's official records.

Thank you for your cooperation in following this procedure. If you have any questions or need clarification regarding the plat filing process, please contact the Rains County Clerk's Office.

Respectfully,



Mandy Sawyer

Rains County Clerk

Rains County Annex

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RESOLUTION #IV.B.7.073026

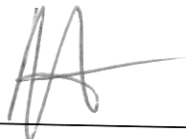
A Resolution Approving the Property Plat Processing Procedure

Whereas, the governing body recognizes the need for a clear, consistent, and efficient process for reviewing and approving property plats; and

Whereas, the proposed Property Plat Processing Procedure establishes standardized steps, documentation requirements, and review timelines to ensure compliance with applicable laws and regulations;

Now, therefore, be it resolved that the Property Plat Processing Procedure for Rains County Texas, as presented, is hereby approved and adopted. Staff are directed to implement and administer the procedure in accordance with its terms, effective immediately upon adoption of this resolution.

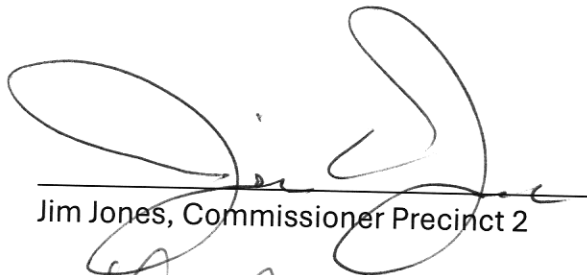
Passed and approved this 30th day of July, 2026.



Brent D. Hilliard
Rains County Judge



Jeremy Cook, Commissioner Precinct 1



Jim Jones, Commissioner Precinct 2



Korey Young, Commissioner Precinct 3



Lori Northcutt, Commissioner, Precinct 4