



After Filing with Dallas County Records (Final Plat ONLY) SUBMIT:

1) Two (2) - Flash Drives

Submit **two separate flash drives** labeled with the Plat name. Each flash drive shall contain one copy of the plat in **AutoCAD 2000 (or newer release)** and one copy of the filed recorded plat in **PDF** format.

2) One (1) - Mylar Sepia 24" x 36"

3) Four (4) - 24" x 36" Black Line Prints (**Folded**)

Note: ALL plats shall contain all signatures and the County Clerk Recordation Number (**Make sure recording stickers are placed on the front of the plat – DO NOT ADHERE TO THE BACK OF THE PLAT**)

Note: To file a plat with Dallas County, you must have tax certificates from the City of Garland, GISD, and Dallas County.

HOW TO FOLD 24" X 36" PLANS

PLACE PLAN **PRINTED SIDE DOWN** READING LEFT TO RIGHT, THEN FOLD AS FOLLOWS: FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO **OUTSIDE PORTION IS THE TITLE BLOCK**

