



**Town of Pecos City**  
115 W 3<sup>rd</sup> St / P.O. Box 929  
Pecos, Texas 79772  
Ph: 432-445-2421 / Fx: 432-445-6670  
[www.pecostx.gov](http://www.pecostx.gov)

## **Filing a Plat**

### **4 Lots or Less**

- Plat can be approved administratively as long as the lots front an existing street and not requiring the creation of any new street or extension of municipal utilities.
  - Required Paperwork
    - Warranty Deed
    - Tax Certificate – Tax Appraisal Office
    - Tax Certificate – Tax Accessors Office
    - 3 Large Paper Copies of Plat
    - \$250 Application Fee

---

### **More Than 4 Lots**

- Plat will need to be reviewed by the Planning and Zoning Board, who meet on the first Tuesday of each month, 2<sup>nd</sup> Tuesday, unless there is a holiday it will land on the following Tuesday. If there are no changes requested the plat will be presented to the Council for approval.
- Process can take up to 8 weeks:
  - Up to 20 Days for Public Works Review
  - Once plat is ready to be presented to P&Z Board it must be published in the paper and letters must be mailed out to surrounding property owners no later than 15 days before the hearing.
  - Required Paperwork
    - Warranty Deed
    - Tax Certificate – Tax Appraisal Office
    - Tax Certificate – Tax Accessors Office
    - 3 Large Paper Copies of Plat
    - \$250 Application Fee

The Town of Pecos City Guidelines for Plats can be found at  
[https://library.municode.com/tx/pecos\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/tx/pecos_city/codes/code_of_ordinances)  
Search: Plats