

RECORDING SPECIFICATIONS FOR PLATS, PUD, CONDOS, ANNEXATIONS, SURVEYS, AND CICs.

Recording Requirements

- One original Mylar (18" x 24") including all required signatures
- Original signatures must be in PERMANENT INK
(We recommend using Sharpie Ultra Fine Point Permanent Marker).
- Mylar needs to be minimum of 3 mil
- **Margin requirements:** a minimum two-inch margin on **left** side and minimum one-half inch margins at the top, bottom and right sides of the plat – per C.R.S.38-50-101(3)(b).

Recording Block

All maps submitted for recording must include blanks for the following information in the Recorder's Certificate:

- Date
- Time
- Reception Number
- Signatures of the County Clerk and Deputy

Filing/Copy fees

- Recording fees are \$13.00 for the first page and \$10.00 for each additional page per document
- Paper Map copies 18" x 24" are available at \$5.00 per page.
- Emailed Map copies are available at \$0.25 per page.

Number of originals and copies required for recording:

- **SUBDIVISION PLATS (DEDICATION, LOTS & BLOCKS):**
1 – Original Mylar (18" x 24")
- **PUD, CONDO, SURVEY, or CIC:**
1 – Original Mylar (18" x 24")
- **ANNEXATION PLATS**
1 – Original Mylar (18" x 24")
1 – Original Ordinance plus 2 certified copies of Ordinance

Surveys

Surveys are deposited with the Community and Economic Development Department
<https://www.adcogov.org/online-resources>

*Oversized maps will not be accepted

If you have any questions, please call our office at 720-523-6020