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