

**A DA M S C O U N T Y C O L O R A D O**

CLERK & RECORDER’S OFFICE

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

# Recording Requirements C.R.S. 38-50-101

# EACH PLAT BROUGHT TO THE COUNTY CLERK AND RECORDER MUST BE SUBMITTED IN EITHER AN ORIGINAL PAPER OR ELECTRONIC FORMAT AND:

* Have original signatures;
* Have all the original seals;
* Have at least TEN-POINT type;
* Have all legible images; and
* Be 18” wide x 24” long with a minimum of 2” margin on the left and a minimum of ½” margins at the top, bottom and right side as specified by county requirements.
* When submitting in an ORIGINAL PAPER FORMAT plat must:
* Be printed on paper or dimensionally stable polyester sheets such as CRONAR, MYLAR, or any other product of equal quality;
* Be white and without water marks;
* Be heavy bonded;
* Have no staples or other binding; and
* Have no impression seals;
* When submitting in an ELECTRONIC FORMAT plat must:
* Have a minimum resolution of 300 dots per inch.

## 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.**

**Special Requirements**

## •ANNEXATION PLATS (City only)

1 – Original Mylar or Heavy Bonded paper (18” x 24”)

1 – Original Ordinance plus 2 certified copies of Ordinance

## Surveys

Surveys are deposited with the Community and Economic Development Department unless specified needing to be recorded.

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\*Oversized maps will not be accepted

**Available eRecording Vendors and Contact Information**

* Corporation Service Company (CSC)  
  Phone: 866-652-0111  
  Website: <https://www.erecording.com/>
* Simplifile  
  Phone: 800.460.5657  
  Website: <https://simplifile.com/e-recording/>
* eRecording Partners  
  Phone: 888.325.3365  
  Website: <https://www.goepn.com/>

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