

Recording Requirements

Fees are Correct

- Recording fees are statutorily established. Boulder County only refunds overpayments, which are over \$15.00. See our fee schedule.

State Documentary Fees are Included

- Any transfer deed with consideration exceeding \$500.00 will be assessed a State documentary fee of \$.01 per \$100.00.

Deeds Contain Valid Grantee Address

- Per C.R.S. 38-35-109(2), all deeds shall include a notation of the legal (mailing) address of the grantee. This address is used to determine where tax statements should be mailed after a property is sold.

Sufficient Margins

- C.R.S. 301-10-406(3)(a) requires that all documents have a top margin of at least one inch and a left, right and bottom margin of at least ½ inch. The recorder may refuse to file any document that does not meet these standards.

Checks Payable to Boulder County Clerk & Recorder

- If checks are made out to the wrong party, the check along with all documents attached to it will be rejected and returned to the submitter.

Checks are Signed

- Unsigned or stale dated checks, along with all documents attached thereto, will be rejected and returned to the submitter.

Plat Guidelines

- Plats must be precisely 24" high by 36" wide, legible and reproducible mylars with **permanent black ink**. We cannot accept plats that are printed on the backside of the mylar, have ink that flakes, rubs or brushes off, or color printing.
- The only exceptions are notary seals stamped in a darker color such as blue and vicinity maps embedded in the plat.
- Plats must not contain any areas pasted or sealed.
- They must be flat, spliceless, tapeless and creaseless sheets of double matte mylar film with a uniform thickness of not less than .003 of an inch (3 mil).
- A margin of at least ½ inch on all sides is required.
- The first page of a plat must provide a Recorder's Block for our recording information.
- If provided by the submitter at the time of recording of a plat, one copy of the plat can be conformed if it is an exact copy of the original plat being recorded.
- It is important to note that site plans cannot be recorded as mylar plats. They can be recorded as paper documents, legal size or less.