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.