



**Boulder  
County**

**Boulder County  
Land Use Department  
Publications**

# Title Information

**Land Use Department**  
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**Office Hours:**  
Monday — Friday 8:00 AM to 4:30 PM

## Title Information

Title information is required for the processing of certain types of Land Use applications. Information contained in the Title Report allows the Land Use Department to be reasonably sure that all parties with an interest in the property are notified. The notification allows these parties to review the development proposal and submit comments to protect their interest in the property.

## Owner Information

It is the responsibility of the Applicant to make a reasonable and diligent search of the public records to locate, and identify as part of the application, all owners and interest holders in the subject property as of the time of the application filing. These owners and interest holders include but are not necessarily limited to fee owners, easement owners, lessees, and lienholders, and mortgagees in the subject property's surface, subsurface, or above surface (including land, water, mineral, air, or other real property which is part of the subject property).

The Applicant shall provide the current names and addresses of these owners and interest holders, along with information describing the nature of their respective right, interest or estate.

## Title Reports

To fulfill the requirements of the Land Use Code, the Applicant, at a minimum, shall provide from a licensed title insurance or abstract company either:

1. A title commitment for the subject property (no more than six months old); or,
2. A copy of the existing title insurance policy on the subject property with a letter from the issuing company providing updated title information. If the title information indicates the existence of a severed mineral estate, the Applicant shall be responsible for making a diligent and good faith effort to ascertain the current names and addresses of the owners and interest holders in the severed estate.

An O & E (owners and encumbrances) report **shall not** be considered sufficient to provide the title information required in this Subsection.

Title work must be current within six months of the application submittal date.

## Other Required Information

The Applicant shall have the responsibility to search other records which may be reasonably available and known to the Applicant which may provide the information required in the Code.

In addition to the information required above, the Applicant shall identify any holdings of the Applicant adjacent to the subject property, and shall provide an accurate legal description of the subject property.