

# Adams County Recording



## Facts to Know

### RECORDING REQUIREMENTS:

The following are the Adams County Clerk and Recorder's office and the City of Commerce City's requirements to record subdivision plats, PUDs, vacations of rights-of-way, annexation plats, and other agreements.

#### For documents that are 18" by 24" in size:

- One (1), 4 MIL, original Mylar with all signatures, including the notary, signed using a permanent black felt-tip pen (such as a Sharpie brand, Extra Fine Point, Permanent Marker).
  - The Mylar submitted to the City shall include the **notarized** signature of the property owner(s) only. The notary seal must be legible, and not smeared or smudged. The City will gather all necessary City signatures.
  - Mylars must contain original signatures.
  - **PLEASE NOTE – THE COUNTY WILL REFUSE TO RECORD MYLARS THAT ARE NOT SIGNED WITH A PERMANENT BLACK FELT-TIP PEN (Sharpie).**
- A check payable to **City of Commerce City** in the amount of \$10 per Mylar page, plus a recording fee of \$3 per document and \$2.25 fee for the third party processing.
  - For example, the recording fee for a two-page document is \$25.25 - \$10 per page, plus \$3 recording fee and \$2.25 third party processing fee.

#### For 8-1/2" x 11" sized documents:

- One (1) original document with all required signatures.
  - The document submitted to the City shall include the **notarized** signature of the property owner(s) only. The notary seal must be legible. The City will gather all necessary City signatures.
- A check payable to **City of Commerce City** in the amount of \$10 for the first page and \$5 for each subsequent page, plus a \$2.25 third party processing fee.
  - For example, the recording fee for a two-page document is \$17.25 - \$10 for the first page, \$5 for the second page, plus \$2.25 third party processing fee.

### SOURCES FOR ADDITIONAL INFORMATION:

- Planner of the Day: 303-227-8777 or [cdplanner@c3gov.com](mailto:cdplanner@c3gov.com)
- Adams County Clerk and Recorder: 720-523-6020