



# Recording Process

Effective: April 20, 2020

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*In response to COVID-19, the City has updated the recording process for subdivision plats, PUDs, vacations of rights-of-way, annexation plats, and other agreements. Please follow the instructions below and reach out to your Case Planner with any questions.*

## Document Recording

After plans are approved, the final version of large documents must be printed on mylar paper and recorded with Adams County Clerk and Recorder's Office. City Staff manages the recording process for applicants. Case Planners will notify applicants when recording is required. The process for applicants is provided below.

### What Needs to be Submitted for Recording?

Case Planners will contact applicants to request the necessary items be sent to the City for recording: (1) final signed version of the document to be recorded (i.e. a plat mylar) and (2) a recording fee check.

*\*Applicants should review the [Adams County Recording Facts to Know](#) to ensure are requirements are met before mylars are sent to the City.*

### Who Do I Write a Check to and for How Much?

Checks must be made out to *Commerce City*.

Applicants should contact the Case Planner to verify the amount.

### Where to Drop Off Mylar to be Recorded?

Applicants can provide mylars for recording by:

→ Dropping off requested items to the Civic Center in the drop off boxes located in the vestibules at either entrance at the Civic Center.

**OR**

→ Mailing the requested items to the following address:

*Commerce City Planning Dept.*

*7887 E. 60<sup>th</sup> Ave*

*Commerce City, CO 80022*

### What Happens Next?

Once mylars are received, staff will route for City signatures, submit to Adams County for recording, and send applicants a copy for their records once finalized.