

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, and legible.
 - Boulder County only accepts plats electronically, so the recording block is not required.
 - Plats must still be full size and not shrunk down to letter or legal size due to legibility.
- Original signatures must be included.
- Original seals must be visible. No impression seals are permissible; they must be inked seals.
- No watermarks are permitted.
- Margins of at least ½ inch on all sides are required.
- Site plans are not recorded. If the submitter deems it required, they will be recorded as maps, not plats.