



adams county recording specifications

facts to know

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

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

- A. ONE, 4 MIL, ORIGINAL MYLAR WITH ALL SIGNATURES, *INCLUDING THE NOTARY, SIGNED USING A PERMANENT BLACK INK PEN* (such as Sharpie brand, Extra Fine Point, Permanent Marker). MYLARS MUST CONTAIN ORIGINAL SIGNATURES. **THE COUNTY WILL REFUSE TO RECORD MYLARS THAT ARE NOT SIGNED IN PERMANENT BLACK INK.** (Please note - the mylar 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.)
- B. TWO PAPER COPIES OF THE ORIGINAL MYLAR.
- C. A check payable to Adams County Clerk & Recorder in the amount of **\$15 per mylar page, plus a recording fee of \$1 per document.** (Example: the recording fee for a two-page document is \$31 -- \$15 per page, plus \$1 recording fee.)

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

- A. A check payable to Adams County Clerk & Recorder in the amount of **\$5 per page, plus a recording fee of \$1 per document.** (Example: the recording fee for a two-page document is \$11 -- \$5 per page, plus \$1 recording fee.)