



ESTES PARK
COLORADO

Estes Valley Recording Plats



Revision Date: Sept 2013

WHERE DO I START?

Submit all plats for recording to the Community Development Department.

You will need to include two copies of the plat mylars with owner signatures, a certificate from an attorney to certify that all owners signed, recording fee, and any other documents that may be required, such as easements or maintenance agreements.

WHEN DO I HAVE TO DO THIS?

Plat mylars and associated documents must be submitted within 60 days of Board approval, or approval automatically becomes null and void. Time extensions require approval of the Board.

HOW MUCH DOES THIS COST?

It depends. Please refer to the Larimer County Assessor's webpage for current recording fees.

If you have additional documents such as driveway maintenance agreements, then you will also need to account for this cost.

Also, the Clerk and Recorder charges a fee to scan these documents (they will not return the original).

HOW LONG WILL THIS TAKE?

It depends, but usually two weeks. This timeframe sometimes takes longer to gather necessary signatures.

Because of this, staff recommends you work with your surveyor to submit the mylars as soon as possible after Board approval.

WHY WILL IT TAKE SO LONG?

Once plats have been submitted to the Community Development Department, several things need to happen before your plat can be recorded. These tasks, such as gathering engineer, mayor, or county commission signatures, can take several days.

These processes are outlined below:

Town plat process.

1. Review for compliance with conditions of approval.
2. Town Engineer signature.
3. Mayor signature.
4. Town Clerk signature
5. Send to county clerk and recorder.
6. After recording, there is internal processing done in the courthouse.
7. Digital copy of the plat sent back to Town Hall.

County plat process.

1. Review for compliance with conditions of approval. Mylars not accepted until Larimer County Engineering has provided a letter of survey approval.
2. Send to county planning technician
3. County Engineering signature.
4. County Commission signature.
5. Send to Clerk for recording.
6. After recording, there is internal processing done in the courthouse.
7. Digital copy of the plat sent back to Town Hall.

I HAVE A CLOSING SCHEDULED. CAN I SPEED UP THE PROCESS?

Staff attempts to process the recording of plat as fast as possible.

Real estate closings scheduled prior to recording of the plat are not allowed by the Estes Valley Development Code.

MONUMENT RECORDS

Property pins must be placed before plat recording. Verification the pins have been set must be submitted with the plat mylars and/or as-built plans.

WHAT DO I GET BACK?

Mylars are retained by the Town and County. You will receive a paper copy of the recorded plat. Staff can provide a scan TIF-format copy if you request.

TOWN OF ESTES PARK PLANNING DIVISION

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