



## BUILDING INSPECTION DEPARTMENT

970.668.3170 ph | 970.668.4255 f  
www.SummitCountyCO.gov

0037 Peak One Dr. | PO Box 5660  
Frisco, CO 80443

### **Voluntary Housing Allowance Restrictive Covenant** Instructions and Routing Form

Name of Property Owner(s) on Title \_\_\_\_\_

Physical Address of Property \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone# \_\_\_\_\_

#### **Property Owner Instructions:**

1. Pick up the Voluntary Housing Allowance Restrictive Covenant and Instructions and Routing Form at the County Building Department on the first floor of the County Commons Building, 0037 Peak One Drive, Frisco, or print them at:  
<http://co-summitcounty.civicplus.com/DocumentCenter/Home/View/39>.
2. In the opening paragraph of the Covenant, fill in the date, the names of all parties on the title, and the physical address of the property.
3. In paragraph A of "Recitals", enter the legal description of the property (e.g., subdivision, lot, block).
4. Take the document to any notary public and have the last two pages notarized with signatures of all parties to the title as "Grantors". There is usually a notary available in the Community Development Department.
5. If the property is owned in common interest (e.g., a corporation, trust, homeowners association, partnership, etc.), documentation must be submitted verifying the persons authorized to sign on behalf of the property owner(s).
6. Submit the Covenant, with notarized Grantor signatures only, along with this Instructions and Routing form to the Summit County Building Department, either via hand delivery to the County Commons Building, 0037 Peak One Drive, Frisco, or by mail to: Summit County Building Department, PO Box 5660, Frisco, CO 80443.

#### **Internal County Routing Process:**

7. Staff in the County Building Department will check the documents for accuracy and send the Instructions and Routing form, Covenant and recording fee to the Manager's Office for signature and routing to the Summit County Clerk and Recorder for recording.
8. Upon receipt of the Covenant and Recording Fee, the County Clerk and Recorder's office will:
  - a. Record the Covenant
  - b. Annotate the reception number and date of recordation on this Instructions and Routing form.
  - c. Fax or send a copy of this completed Instructions and Routing form to the Building Department for filing.
  - d. Send the original, recorded copy of the Covenant to the County Manager's Office for filing.
9. If you would like a copy of the recorded Covenant, go to the Clerk's office anytime after recording and

request a copy. The charge will be \$.25 per page for a total of \$1.50

<b>Routing</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
1. County Building Department	_____	_____	_____
2. County Manager's Office	_____	_____	_____
3. County Clerk or representative	_____	_____	_____

**Covenant Recordation Info: Reception Number: \_\_\_\_\_ Date Recorded: \_\_\_\_\_**

4. Following recordation, fax, inter-office mail, or hand-deliver this Instructions and Routing form to the County Building Department, fax # 970-668-4255, and send the original, recorded copy of the Covenant to the County Manager's office for filing.

**For Building Department**

BP Number \_\_\_\_\_

- New Construction     Addition
- SFR/Duplex     Multifamily     Other Residential (specify type) \_\_\_\_\_
- 1500-2499sf     2500-3499sf     3500-4999sf     5000sf +
- Individually Owned     Corporation