

Recording Times

Under Utah Code, certain requirements must be present on a document prior to the county recorder accepting that document for recordation. When a document is submitted to the County Recorder's Office for recording, it will be received and reviewed by a member of the County Recorder's Office for compliance with recording statutes and for the proper assessment and collection of recording fees. This review of submitted documents for recording can take time to process depending on the size and content of the document.

The County Recorder's Office closes at 5:00 p.m., and no documents can be reviewed or recorded after that time. Submitting documents for recordation near closing time does not allow the County Recorder's Office enough time to properly review the documents. Additionally, this can also be compounded with multiple submissions near closing times.

In an effort to mitigate this situation and allow for proper and timely review, starting on January 1, 2022, the Cache County Recorder's Office will adhere to the following timelines for submissions for recordation:

- All subdivision or final local entity plats must be submitted by 4:00 p.m. for same-day review and recordation.
- Electronically submitted documents must be submitted by 4:45 p.m. for same-day review and recordation.
- Documents submitted in person should be submitted by 4:45 p.m. for same-day review and recordation.
- No recordation will occur after 5:00 p.m.

Documents submitted electronically for recording after the above stated deadline will automatically be added to the queue for review and recording on the next business day.

The County Recorder's Office will make every effort we can to accommodate in person submittals as close to the time of closing as possible. However, documents submitted in person after the above stated deadline may not be received for review depending on the size and complexity of the document and the review workloads at the time. In those instances, where a document cannot be received for review, the submitter will have to submit the document at a later date. The Cache County Recorder's Office will not keep, hold, or store any documents or plats overnight that are under review or have not otherwise been accepted for recordation.

If you have any questions or concerns, please reach out to a member of our team at the Cache County Recorder's Office.