



**CHEYENNE COUNTY ASSESSOR'S OFFICE
OPEN RECORDS REQUEST FORM**

**Office: (719)767-5664
Fax: (719)767-5540**

PERSON MAKING REQUEST	
NAME	
MAILING ADDRESS	
PHONE	
EMAIL	

TYPE OF REQUEST	DATE OF REQUEST
PROPERTY PROFILE – REAL PROPERTY	
MINERAL CARD	
GIS SHAPE FILES WITH DATABASE	
REAL PROPERTY DATABASE	
COMPLETE MINERAL CARD EXCEL FILE	
COMPLETE INDEX BOOK 1952 TO 1995 IN EXCEL FORMAT	
PROPERTY OWNERSHIP PLAT BOOK W/ ADDRESSES	
DATA SPECIFIC REPORT	
11 X 17 COUNTY ROAD MAP	

PREFERRED DELIVERY OF REQUEST			
DELIVERY METHOD	SELECTION	DATE OF DELIVERY	FULLFILLED BY
EMAIL			
MAIL			
FAX			
PICKUP			
CD			
FTP SITE			
THUMB DRIVE			

CD'S, FTP SITE OR THUMB DRIVES WILL NOT BE PROVIDED BY THE COUNTY AND ARE THE RESPONSIBILITY OF THE REQUESTOR TO PROVIDE FOR DELIVERY BY THESE METHODS.

Request Details – Please indicate the address, legal description, owners name for requests of Profiles or Mineral Card. For Specific Data please indicate what information you would like to appear in the report.

PLEASE SEE OUR PUBLIC RECORDS POLICY FOR A BREAKDOWN OF FEES

CHEYENNE COUNTY ASSESSOR'S OFFICE

PUBLIC RECORDS POLICY

It is the policy of the Cheyenne County Assessor's Office to provide public records as requested in a timely manner, in order of priority and deadlines. Our office is open Monday through Friday from 8:00am to 4:00pm MST, excluding holidays in which the courthouse is closed.

The preferred method of requesting public records of the Cheyenne County Assessor's Office is via mail or email with the request form included, as this allows our office to document and track the requests we receive. If you choose to email your requests to our office, please email both the County Assessor and the Deputy Assessor to ensure that your email is read; the County Assessor's email address is cheyassr@rebeltec.net and the Deputy Assessor's email address is depassr@co.cheyenne.co.us.

In order for the public to receive our data, we require the payment (in the form of a check) be sent to our office along with the completed "information request form" and "public data disclaimer" prior to us providing our data and/or maps. All checks should be sent and made payable to the "Cheyenne County Assessor" and mailed to our office at P.O. Box 36, Cheyenne Wells, CO 80810.

The types of public records available, the format to receive and the cost are listed below.

Real Property Database of assessment records. Excel or access database delivered to customer on their source of media: CD or .ftp site provided by customer. Data included: ownership, improvements, land, sales, situs location, values. Cost = \$550.00, prepaid.

GIS shape files and Database – delivered to customer on their source of media: CD or .ftp site provided by customer. Data included: .shp, .shx, .prf, .dbf, assessment records in access database format. Cost = \$800.00, prepaid.

Individual Property Profile is detailed information for assessment purposes. Information includes, ownership, situs, sales, legal, land, improvements, value. Delivery method: Email (preferred) at no charge; Fax at \$1.00 per account, prepaid; USPS at a cost of \$1.50 per account, prepaid; Pickup at our location at a cost of \$1.00 per account, payment due at time of pickup.

Mineral Card is general information for assessment purposes of the surface ownership and severed mineral ownership that will show the interest owned in surface and minerals. Delivery method: Email (preferred) at no charge; Fax at \$.50 per page, prepaid; USPS at a cost of \$1.00 per page, prepaid; Pickup at our location at a cost of \$.50 per page, payment due at time of pickup.

Complete Mineral Card File is a zip file containing the entire county mineral cards in excel format. The general information for assessment purposes is of the surface ownership and severed mineral ownership that will show the interest owned in surface and minerals. Delivery method: Email, CD, Thumb Drive or .ftp site provided by customer at a cost of \$75.00.

Cheyenne County Plat Book is a plat book of surface ownership that is updated quarterly. At the end of the maps is an address book for all assessed owners in the county. Delivery method: USPS at a cost of \$38.00, prepaid; Pickup at our location at a cost of \$35.00, payment due at time of pickup.

Indexing books of vesting documents from the 1950's through 1995. These books may be researched at our office location. They may not be removed from the office. My office staff WILL NOT conduct research. We have transferred the information from the indexing books to an Excel format. The entire file is available at a cost of \$50.00. Delivery method of Email, CD or Thumb Drive provided by customer. Individual requests for specific section, township and range will be charged a copy rate of \$.50 per page.

Our Web Site: co.cheyenne.co.us

Information can be found on our website at: co.cheyenne.co.us/countydepartment/assessor

Online Property Information Instructions are located on the right side of the screen titled Cheyenne Map Viewer Instructions. The records search features are located towards the top of the page under the heading Cheyenne County Colorado Online Map Viewer. The Parcel Search is for surface ownership and the Severed Mineral Search is for minerals that are severed from the surface. This site is updated monthly.

Complete Mineral Card File is a zip file containing the entire county mineral cards in excel format. The excel files located in the folder are referenced as Township-Range. Within the Township-Range file are the sections. Each section is referenced along the bottom of the open file.

Sales Information; rural and town sales are available in an excel spreadsheet that you can save to your computer. At the bottom of the spreadsheet is a year tab for each year we have made available. We update this information on a monthly basis.

Additional Information available at our office:

Historical Mineral Hard Cards are available for viewing at our office location. We have made every attempt to transfer information from these cards onto the computer system which is reflected in the sales information portion of the property profile. Some cards may contain written data on the reverse side of the card that is historical data. My office staff WILL NOT review the back of the cards for an individual to determine if the card should be copied. All inquiries to these cards will be made in person, they are not available by email or phone request. Standard copy charges apply.

Resurvey Plat Maps or Quad Maps are available for viewing at our office location. They are not available by email or phone request. Standard copy charges apply.

DISCLAIMER: All information, maps, ownership, property data, land data, ie. is for ASSESSMENT purposes only and should NEVER be used as a source for legal purposes.

DISCREPANCIES: We welcome all notifications of discrepancies in title, property data and acreages. We will research these discrepancies for accuracy based on the priorities of the office at that time. The Cheyenne County Assessor's Office has statutory deadlines that we are subject to and these deadlines will always take precedent to any discrepancy we are reviewing.

Cheyenne County Assessor's Office

51 South 1st Street
PO Box 36
Cheyenne Wells, CO 80810
Office: (719) 767-5664



To whom it may concern:

The Cheyenne County Assessor's office agrees to send our county's database and GIS shapefiles if, and only if, _____ (company name) agrees to the following disclaimer.

The requested information will be transmitted via electronic mail messages sent from Cheyenne County Assessor's Office, referencing the below disclaimer, and any documents that may be attached.

- 1) The data is intended only for the person, persons, entity, or entities to which it is addressed.
- 2) Maps and data should not be used as legal descriptions for any legal conveyance or transaction, as our records are for assessment and reference purposes only.
- 3) Data contains confidential and/or privileged materials.
 - a. In the case of confidential and/or privileged materials, any review, retransmission, dissemination or other use of or taking of any action in reliance upon this data, by persons or entities other than the intended recipient may be the subject of legal action.
- 4) CHEYENNE COUNTY IS FURNISHING THE DATA ON AN "AS IS" BASIS, WITHOUT ANY SUPPORT WHATSOEVER, AND WITHOUT MAKING ANY REPRESENTATION OR WARRANTY, INCLUDING BUT NOT IN ANY MANNER LIMITED TO, FITNESS FOR ANY PARTICULAR PURPOSE, MERCHANTABILITY, OR THE ACCURACY AND COMPLETENESS OF THE DATA.
- 5) The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. No liability is assumed for the accuracy of the data delineated on any map, either expressed or implied.
- 6) If you receive an e-mail in error from Cheyenne County Assessor's Office, please:
 - a. Contact the sender.
 - b. Delete the material from your computer.

If you agree to the above terms and conditions, please sign and return this agreement to the Cheyenne County Assessor, Lacey Welsh, via email at cheyassr@rebeltec.net.

_____(Company Name) agrees to the terms and conditions of the above stated disclaimer, and understands that Cheyenne County will take legal action if any violations of these terms have been discovered.

Signature

Print Name

Date