



## **Division of Local Government Map Standards**

### **Title 32, Article 1 Special Districts and Conservation Trust Fund Participants**

All Title 32 Article 1 Special Districts are required by statute (C.R.S. 32-1-306) to annually file, on or before January 1, a current accurate map of their boundaries with the Division of Local Government (DLG).

**If the District Boundaries have not changed in the past year, a map submission is not necessary.** Instead, use DLG's [e-filing system](#) to file a PDF letter clearly stating the district boundaries did not change during the calendar year.

**If the District Boundaries have changed in the past year, a PDF map should be created according to the following standards:**

- The PDF map shall include a legible boundary of the district as well as features that provide a spatial frame of reference to the boundary's location on the earth.
- The map **MUST** use easily identifiable features for context such as clearly labeled roads and streams, lot/parcel lines, building footprints, and/or a PLSS grid (Public Land Survey System).
- The boundary and map features shall be drawn to scale.

**The map must also include the following items:**

- 1.) The legal name of the district
- 2.) The LGID
- 3.) The date the map was drawn.

**Please note, written (survey) descriptions of district boundaries cannot be accepted in lieu of a map.**

**GIS Option:** GIS File Submission is optional.

If you wish to submit a GIS file instead of a PDF, please email your GIS file to: [dola\\_dlg\\_helpdesk@state.co.us](mailto:dola_dlg_helpdesk@state.co.us)

In the Subject Line, please write: **E-FILING GIS OPTION**

Please include the LGID and Legal Name of the District in the email. Acceptable formats include Shapefiles and Geodatabases (zipped). CAD Files cannot be accepted.

**Submitting a PDF Map or Letter:**

Please submit PDF maps or letters using the Division's [e-filing system](#).

**Additional Information:**

Please visit the [Local Government Information System](#) for a list of district names and associated LGID's or to verify a district is a Title 32-1 Special District.

Contact [dola\\_dlg\\_helpdesk@state.co.us](mailto:dola_dlg_helpdesk@state.co.us) or call 303-864-7720 for questions.

**IMPORTANT:**

Please note, each Title 32-1 Special District is a unique political subdivision and has a unique identification number associated with their records filed within the Division of Local Government. The Division's number is the LGID (Local Government ID). A separate letter or map for each district must be submitted to the Division.