

## ANNEXATION SUBMITTAL REQUIREMENTS

PROJECT NAME:

APPLICANT:

DATE:

### ANNEXATION

- LAND USE APPLICATION FORM (submit original, signed form)**
- APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)**
- ANNEXATION - TECHNICAL CRITERIA FORM (submit \_\_ copies)**
- ANNEXATION MAP.** All annexation maps shall be made with an engineer's scale, minimum scale to be one (1) inch represents one hundred (100) feet, and shall be on a reproducible medium with outer dimensions of twenty-four (24) by thirty-six (36) inches. The annexation map shall contain the following information:
  - The date of preparation, the scale and a symbol designating true north.
  - The name of the annexation.
  - The names, addresses and phone numbers of the applicant and the firm or person responsible for preparing the annexation map.
  - The written legal description provided on CD in MSWord or WordPerfect format.
  - Distinction of the boundary that is contiguous to the Town and the length of the same.
  - Lot and block numbers if the area is already platted.
  - Existing and proposed easements and rights-of-way.
  - Existing and requested zoning and acreage of each requested zone
  - Ownership of all parcels within and adjacent to the annexation.
  - Appropriate certification blocks as directed by the Planning Department.
- ANNEXATION MAP CHECKLIST.** Refer to Workbook.
- CONCEPT PLAN.** All concept plans shall be made with an engineer's scale, minimum scale to be one (1) inch represents one hundred (100) feet, and shall be on a reproducible medium with outer dimensions of twenty-four (24) by thirty-six (36) inches. The concept plan shall contain the following information:
  - The date of preparation, the scale and a symbol designating true north.
  - The name of the annexation.
  - The names, addresses and phone numbers of the applicant and the firm or person responsible for preparing the master plan.
  - Existing and proposed easements and rights-of-way.
  - Block numbers and lot numbers with approximate dimensions (if known).
  - Location and approximate acreage of proposed land uses included open space and public sites to be dedicated
  - Existing watercourses with adequate easements for flood control.
  - Land Use Table that includes land uses (including oil and gas facilities and their required setbacks), approximate acreage of each land use, percentage of each land use, proposed density or floor area ration, and proposed number of dwelling units.
  - USGS topographic contours.
  - Proposed zoning.
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- ANNEXATION PETITION.** Refer to Workbook.

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- SUPPORTIVE INFORMATION.** The following supportive information shall be submitted with the annexation map and master plan:
- Description of soils types and their limitations.
  - Ownership report such as current title commitment (must have effective date less than 30 days prior to the date of the submittal of the annexation petition).
  - Mailing list and envelopes for referral agencies, County, special districts, irrigation ditch companies, mineral interest owners and adjacent property owners. The applicant is to provide a mailing address list and envelopes as required by the Town of all property owners within three hundred (300) feet of the boundaries of the annexation. (SUBMIT AFTER CERTIFIED COMPLETE)
  - Description of consistency with the Comprehensive Plan. The applicant shall provide a narrative discussing how the project relates to the goals, policies and strategies set forth in the Comprehensive Plan.
  - Water Rights Report. The applicant shall provide a Water Rights Report for the property prepared by a qualified water engineer or water attorney detailing the water rights appurtenant to and severed from the property to be annexed and their historical use. The report must include both surface (tributary) and subsurface (tributary and nontributary groundwater). The applicant shall provide a deed transferring any water in the Dawson, Denver, Arapahoe or Laramie-Fox Hills aquifers to the Town as authorized by Title 37, Article 90 Colorado Revised Statutes.
  - Zoning of property to be annexed. If zoning is requested simultaneously with annexation, the petitioner must submit a completed zoning application form, and a zoning map. If zoning is not requested simultaneously with annexation, the property is required by statute to be zoned within ninety (90) days of the completion of the annexation process.
  - Current property tax statement.
  - Vicinity map with a radius of one and one-half (1½) miles, at a minimum scale of one (1) inch represents two thousand (2,000) feet. 8 ½ by 11 inch sheet.
  - Statement of community need for proposed annexation and zoning.
  - Description of the intended use and development of the territory proposed for annexation. Such a description should be as complete as possible and include:
    - The location of existing streets and utility lines.
    - Existing and proposed land use patterns and existing zoning.
    - Size of commercial or industrial facilities.
    - Estimated number of school students and a letter from the school district indicating such information.
    - Number of dwelling units proposed.
  - School District Impact. For all annexations in excess of ten (10) acres, the applicant shall obtain from the school district governing the area to be annexed a statement of the effect of the annexation upon the school district, including an estimate of the number of students generated by the proposed annexation and the capital construction required to educate such students.

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- ANNEXATION IMPACT REPORT (for all annexations >10 acres).** The report shall include:
  - A map showing:
    - The present and proposed boundaries of the Town in the vicinity of the proposed annexation.
    - The present streets, major trunk water lines, sewer interceptors and outfalls, other utility lines and ditches and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation.
    - The existing and proposed land use pattern in the areas to be annexed.
  - A copy of any draft or final pre-annexation agreement, if available.
  - A statement of the Town's plans for extending or providing for municipal services within the area to be annexed.
  - A statement of the Town's plans for the financing of municipal services to be extended into the area to be annexed.
  - A statement identifying all existing districts within the area to be annexed.
  - A statement of the effect of the annexation upon the school district governing the area to be annexed, including the estimated number of students generated and the capital construction required to educate such students