

Petition and Map Content Requirements

C.R.S. § 31-12-107

The **Petition** shall contain the following:

- An allegation that it is desirable and necessary that such area be annexed to the municipality;
- An allegation that the requirements of sections 31-12-104 and 31-12-105 exist or have been met;
- An allegation that the signers of the petition comprise more than fifty percent of the landowners in the area and own more than fifty percent of the area proposed to be annexed, excluding public streets and alleys and any land owned by the annexing municipality;
- A request that the annexing municipality approve the annexation of the area proposed to be annexed;
- The signatures of such landowners;
- The mailing address of each such signer;
- The legal description of the land owned by such signer;
- The date of signing of each signature; and
- The affidavit of each circulator of such petition, whether consisting of one or more sheets, that each signature therein is the signature of the person whose name it purports to be.

Accompanying the **Petition** shall be four copies of an annexation **Map** containing the following information:

- A written legal description of the boundaries of the area proposed to be annexed;
- A map showing the boundary of the area proposed to be annexed;
- Within the annexation boundary map, a showing of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks;
- Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the annexing municipality and the contiguous boundary of any other municipality abutting the area proposed to be annexed.

ANNEXATION MAP

Appendix B

An Annexation Map is required.

The Town Administrator and Community Development Director should assist in making the determination on the limits of abutting ROW that will be included with the Annexation. When ROW is included in the annexation it must be the full ROW (not to centerline).

The actual approval of the annexation of land is completed through approval of an Ordinance. The zoning shall be approved by separate ordinance, but can occur at the same hearing.

TECHNICAL FORMAT FOR ANNEXATION MAP

1. The size of each sheet should conform to Grand County standards: 24" x 36"
2. Each sheet should be numbered consecutively.
3. The drawing should be to engineering scale and show a ratio and bar scale.
4. An appropriate title block
 - Clearly state "ANNEXATION MAP" at the top of the page. Below that should be lines describing the quarter section, section, township, range, meridian, county, and state.
5. The land description is provided in a metes and bounds format. The area of the property boundaries should be noted in square feet and acres (containing x sf or x acres more or less). The calculation should also break down the area of the annexation that is public right of way.
6. A closure sheet on the boundary indicating it closes within 1': 10,000'. This information needs to match any abutting annexation data.
7. Add a legible vicinity map that shows the contiguous boundary with the Town with north arrow and scale.
8. Add to the Town signature and date block, as follows:

Mayor

Date

Town Clerk

Date

Town Attorney

Date

Ordinance No.

Effective Date

10. Surveyor's Certificate is required (suggest the following).
 - I, *name of surveyor*, a Professional Land Surveyor registered in the State of Colorado do hereby certify that not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed to the Town of Center, Colorado, is contiguous with the boundaries of the annexing municipality, and that this annexation plat substantially complies with the Colorado Revised Statutes and the Town of Grand Lake, Colorado Codes appertaining thereto.
11. The current Town limit lines are labeled with the legend key, The proposed town limits are shown with diagonally-hatching (\\\\\\\\\\\\\\\\) abutting the exterior perimeter of the area to be annexed.

12. Show the annexation ordinance numbers for all abutting parcels within the Town limits.
13. Add to the 1/6 Contiguous Perimeter Calculation the following data:
Total area _____
14. Label the contiguous boundaries of the municipality, the county, or districts.
15. Show the name and widths of existing perimeter public roads and the recording information that created them.
16. Provide County Recorder's Certificate.
17. Within the area being annexed, show ownership lines and owner's names of the individual ownerships within areas of unplatted land. If part or all of the area is platted, also show the plat boundary, lot and block numbers, and subdivision plat name and filing no.
18. Label abutting Townships and Ranges (if applicable).
19. Submit copies of any recorded subdivision plats and documents within or abutting the proposed annexation area.
20. When mylars are requested, all sheets should be stamped and signed by the surveyor. The stamp may be of the rubber stamp; crimp; or electronic type. Upon approval provide mylars of the annexation map(s).