

# Annexation Checklist

form date: March 21, 2024 draft

**Notes:**

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- **See the Colorado Revised Statutes (CRS) section 31-12-102 and following sections for Colorado annexation statutes. The statutes are available online to the public.**
- On this checklist, check off items that are included with the application and the information that is included on the annexation map.

SUBMITTAL REQUIREMENTS	
One paper copy of all items	
Digital (PDF) copy of all items	
Land Use application form	
This checklist – check off all submittal items and drawing information included in the application	
Signed waiver of 30-day requirement	
Application fee	
Cost reimbursement agreement	
Project narrative	
Annexation map (see drawing requirements below)	
Annexation petition	
Annexation Impact Report	
Water rights report	
If simultaneous zoning is requested, a complete zoning application must be submitted	

ANNEXATION MAP REQUIREMENTS	
Sheet title with short legal description	
North point	
Graphic and written scales	
Vicinity map	
Full boundary description	
Property boundary	
Adjacent parcels	
Municipal boundary	
Contiguous boundary between Town & property	
Contiguity statement(s)	
Surveyor’s certification	

ANNEXATION MAP REQUIREMENTS (continued)	
Approval certification	

REVIEW PROCESS	
<p><b>The following is a general description of the steps involved in processing your application for annexation with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</b></p>	
<p><b>Step 1: Pre-application conference.</b> Applicant meets with Town staff.</p>	
<p><b>Step 2: Application submittal.</b> Applicant submits annexation and zoning applications.</p>	
<p><b>Step 3: Staff review.</b> Town staff review application. An incomplete application will not be scheduled for a PC or BOT hearing.</p>	
<p><b>Step 4: Applicant notified.</b> Town staff strives to notify Applicant <b>within 10 days of submittal</b>. If complete, application is scheduled for <b>next regular BOT meeting</b>. BOT meets on 2<sup>nd</sup> and 4<sup>th</sup> Thursdays.</p>	
<p><b>Step 4: Resolution &amp; petition.</b> Town Attorney prepares Resolution and reviews Petition.</p>	
<p><b>Step 5: BOT packet.</b> Town Attorney and staff submit items for the BOT meeting packet.</p>	
<p><b>Step 6: BOT hearing.</b> Applicant’s surveyor testifies regarding compliance with State statutes. If BOT adopts resolution, BOT schedules 1<sup>st</sup> reading and 2<sup>nd</sup> reading for the hearing. <b>Annexation hearing must occur between 30 and 60 days after resolution adopted.</b></p>	
<p><b>Step 7: Paper deadline.</b> Town staff submits notice to newspaper by paper’s next scheduled deadline. Notice to be <b>published on 4 consecutive weeks.</b></p>	

REVIEW PROCESS (continued)
<b>Step 8: 1<sup>st</sup> paper notice.</b> Notice appears 1 <sup>st</sup> time.
<b>Step 9: Sign and letters.</b> Town staff posts sign and mails notice to property owners within 300 feet of the property, <b>at least 30 days prior to hearing.</b>
<b>Step 10: County &amp; Districts.</b> Town staff provides notice and documents to County and Districts <b>no less than 25 days prior to hearing.</b>
<b>Step 11: Ordinances.</b> Town Attorney prepares the annexation agreement and ordinances for annexation and rezoning.
<b>Step 12: Submit ordinances.</b> Town Clerk submits ordinances to newspaper for publishing.
<b>Step 13: Publish ordinances.</b> Newspaper publishes the ordinances at least 15 days before BOT 1 <sup>st</sup> reading.
<b>Step 14: PC hearing.</b> PC holds hearing and makes recommendations on annexation and zoning. PC hearing may occur before or after BOT 1 <sup>st</sup> reading.
<b>Step 15: BOT 1<sup>st</sup> reading.</b> BOT has 1 <sup>st</sup> reading of annexation and rezoning ordinances.
<b>Step 16: BOT hearing.</b> BOT has 2 <sup>nd</sup> reading of ordinances and public hearing on annexation and ordinances at a regular meeting. BOT may approve, approve with conditions, disapprove, or continue the hearing.
<b>Step 17: Submit to paper.</b> If approved, Town Clerk submits notice of approval of ordinances to the newspaper.
<b>Step 18: Ordinance approval notice.</b> Newspaper publishes notice of approval of ordinances.
<b>Step 19: Effective date.</b> Ordinances become <b>effective 30 days after publication.</b>

CRITERIA FOR APPROVAL (continued)
e. Annexation must not create any additional cost or burden on the then-existing residents to the Town to provide such public facilities in any newly annexed area.
f. The applicant for annexation shall not divide the property (creating a gap or strip) so as to prevent further annexation.
g. The property owner shall have complied with all requirements of the Act and this Chapter.
h. Town staff shall attest as to the elements required by statute to be present for annexation, proposed annexation agreement, and the annexation impact report.

Application received date: \_\_\_\_\_

Accepted as complete date: \_\_\_\_\_

BOT compliance hearing date: \_\_\_\_\_

PC hearing date: \_\_\_\_\_

BOT 1<sup>st</sup> reading date: \_\_\_\_\_

BOT hearing date: \_\_\_\_\_

Recording date: \_\_\_\_\_

SUMMARY OF CRITERIA FOR APPROVAL
a. Annexation is at the discretion of the BOT.
b. The land to be annexed and the uses proposed for the land shall conform to the goals and policies of the Comprehensive Plan.
c. Necessary public facilities and amenities must be constructed.
d. Public facilities may include but are not limited to streets, water and sewer facilities, drainage facilities, school sites, and fire and police station sites.