



Annexation Checklist

A complete Annexation submittal will contain the following information. Please check off the items to ensure that your application is complete. Please submit one (1) electronic copy of each document required. The plan sets should be in a 24" x 36" plan format and the recommended scales include 20', 50' and 10'. A PDF format is preferred.

Pre-Application Meeting Date: _____ Project Manager: _____
 Email: _____ Phone: _____

Req'd	Cmpl'd	Subm'd	Submittal Checklist
			LAND USE APPLICATION (completed/signed)
			SUBMITTAL CHECKLIST (completed)
			DEVELOPMENT REVIEW FEE (Amt. Req'd \$ _____ Amt. Rec'd \$ _____)
			TITLE COMMITMENT (dated within 180 days of the application) Dated _____
			WATER RIGHTS DECREE or PRELIMINARY WATER DEMAND ANALYSIS
			PROJECT NARRATIVE
			<u>Development Plan.</u> Description of overall proposed development plan.
			<u>Compliance.</u> Description of compliance with the Vision 2020, 2020 Comprehensive Master Plan, zoning codes, general design principles, technical manuals.
			<u>Impacts.</u> Description of overall project benefits, impacts on surrounding properties and mitigation of those impacts.
			ANNEXATION PETITION (see formatting checklist below)
			ANNEXATION PLAT (see formatting checklist below)
			ANNEXATION CLOSURE CALCULATIONS
			ANNEXATION IMPACT REPORT if area to be annexed is > 10 acres (see formatting checklist below)

Req'd	Cmpl'd	Subm'd	
			Formatting Checklist
			ANNEXATION PETITION in accordance with C.R.S. §31-12-107
			<p><u>Written Explanation.</u> A written statement that contains the following:</p> <ul style="list-style-type: none"> • An explanation that it is desirable and necessary that the area be annexed to the Town, • An explanation that the requirements of C.R.S. §31-12-104 and §31-12-105 exist or have been met, • An explanation that the signers of the petition comprise the landowners of more than 50% of the territory included in the area proposed to be annexed, exclusive of streets and alleys, • A request that the Town approve the annexation of the area proposed to be annexed, • The signatures and mailings addresses of the petitioning landowners, • The legal description of the land owned by each petitioning landowner, • The date of signing of each signature of the petitioning landowners, and • An 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.
			ANNEXATION PLAT
			<u>Cover Page.</u> (Sheet 1)
			<ul style="list-style-type: none"> • Preparer. A Colorado registered professional land surveyor must prepare this plat.
			<ul style="list-style-type: none"> • Title. Plat name with brief legal preamble in large letters at the top cent of the sheet. The
			<ul style="list-style-type: none"> • Names and Addresses. Provide the name and address of the land surveyor.
			<ul style="list-style-type: none"> • Sheet Index. For multiple sheets, a sheet index must be provided on the cover sheet. Key maps must be provided where needed.
			<ul style="list-style-type: none"> • Vicinity Map. A vicinity map including the site, a north arrow, bar and graphic scales and nearest major roads must be included on the cover sheet of the plat.
			<ul style="list-style-type: none"> • Legal Description. Full written lot and block or metes and bounds legal description.
			<ul style="list-style-type: none"> • Summary Table. A summary table on the cover sheet that includes the total acres that are to be annexed and a contiguity analysis per state law.
			<ul style="list-style-type: none"> • Signature Blocks. The following signature blocks must be completed and appear on the cover sheet: Surveyor's Certificate, Town Certification, and Douglas County Clerk and Recorder's Certificate
			<ul style="list-style-type: none"> • Annexation Plat General Notes.
			<u>Map.</u> (Sheet 2)
			<ul style="list-style-type: none"> • North Arrow and Scale. A north arrow is required. Provide a scale, both graphic and written.
			<ul style="list-style-type: none"> • Title. Plat name with brief legal preamble in large letters at the top cent of the sheet. The name of the project must also appear in smaller letters in the lower right corner.
			<ul style="list-style-type: none"> • Property Lines and Easements. The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. Lots, tracts and blocks numbers, use, and square footage. Show all existing and proposed easements.
			<ul style="list-style-type: none"> • Ownership. Within the annexation boundary map, indicate the location of each ownership tract in unplatted land, and if part of all of the area is platted, the boundaries and plat number of lots or of lots and blocks.
			<ul style="list-style-type: none"> • Streets. Show all adjoining and internal streets and right-of-ways (ROW) and label the street names.

Formatting Checklist cont.

Req'd	Cmpl'd	Subm'd	
			<p>ANNEXATION IMPACT REPORT In accordance with C.R.S. §31-12-108.5. An impact report concerning the proposed annexation must be prepared at least 25 days before the date of the Eligibility hearing. And, within five days after preparation of the report, one copy of the report shall be filed with the Douglas County Board of County Commissioners. The report is not required for annexations of 10 acres or less in total area, or when the Town and the Douglas County Board of County Commissioners agree to waive the report.</p>
			<p><u>Maps.</u> A map or maps of the Town and adjacent territory to show the following information:</p> <ul style="list-style-type: none"> • The present and proposed boundaries of the Town in the vicinity of the proposed annexation, • The existing streets, major trunk water mains, 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, and • The existing and proposed land use pattern in the areas to be annexed.
			<p><u>Preannexation Agreement.</u> A copy of any draft or final preannexation agreement, if available.</p>
			<p><u>Municipal Services.</u> A statement setting forth the plans of the applicant for extending to, or otherwise providing for, within the area to be annexed, municipal services performed by or on behalf of the Town at the time of annexation. The statement shall also set forth the method under which the applicant plans to finance the extension of the municipal services into the area to be annexed.</p>
			<p><u>Special Districts.</u> A statement identifying existing districts within the area to be annexed.</p>
			<p><u>School Impacts.</u> A statement on the effect of annexation upon local public school district systems, including the estimated number of students generated and the capital construction required to educate such students.</p>