WESTMINSTER

Date Received
File No.

Community Development Department
Annexation Submittal Checklist

Contact Information

Petitioner's Name

Street Address

Mailing Address

Phone E-mail

Contact Person's Name (if different from Petitioner)

Street Address

Mailing Address

Phone E-mail

Annexation Information

Proposed Name of Annexation: _____

Size of area to be annexed, including roadways (in acres) _____

Sites larger than 10 acres require an annexation impact report. The annexing body and the County Commissioners may agree to waive such report (such as in the Northeast Comprehensive Plan area), but a letter to that effect must accompany this petition (C.R.S. §31-12-108.5, as amended).

How many residential dwelling units are within in the area to be annexed? _____

Approximately how many school age children (Pre-K – 12) are in the area to be annexed? _____

What is the current use(s) of the area to be annexed? _____

_____

What is the proposed future use of the area to be annexed? _____

_____

Requested Comprehensive Land Use Designation: _____

Current Zoning Designation within county: _____

Checklist

Please verify that all items listed below have been included as a part of this submittal by placing a check mark (√) in the box provided for each item. Please note that incomplete submittals will not be accepted for review. In some cases, additional copies of documents or plan sets may need to be provided.

FOR THE ANNEXATION

	# COPIES	ITEM REQUIRED
☐	**n/a**	**Review Fee $300.00**
☐	**n/a**	**Public Hearing Fee $350.00**

☐	**Original**	**Petition for Annexation.** The petition must be signed by all property owners of parcels comprising more than fifty percent (50%) of the land area (territory) and no signature shall be dated more than 180 days prior to the date of filing the petition with the City Clerk
☐	**Original**	**Affidavit of Circular (Exhibit A).** The original must be signed and notarized.
☐	**Original + 1**	**Legal description(s) of parcel(s) to be annexed and legal description of boundary of area to be annexed (Exhibit B).** In written and electronic format (email or CD - Word format) of both the individual parcels to be annexed and the boundary of the area to be annexed, including rights-of-way, as it appears on the annexation map, including the identification of the person who prepared such legal description (surveyor, etc.). Include all legal descriptions and boundary legal description in one document labeled "Exhibit B."
☐	**Original**	**Fire District Petition for Withdrawal (Exhibit C).** (If applicable)
☐	**1**	**All public and/or private agreements.** These may include a proposed annexation agreement; agreements between the property owner(s) and governmental or quasi-public entities (such as HOAs); agreements with special districts; sales contracts; or pending permit applications.
☐	**1**	**Evidence of Ownership.** Copies of deeds or title insurance policies for all properties owned by the petitioner(s).
☐	**1**	**Reduced Annexation Map.** (11" x 17")
☐	**10**	**Annexation Map.** (for Adams County 18" x 24", for Jefferson County 24" x 36" **BOUND *AND* FOLDED**). The annexation plat shall contain the following: • Title of the annexation • Vicinity map. A map of the City and adjacent territory that shows the present and proposed boundaries of the City in the vicinity of the proposed annexation, drawn at 1:2000 scale • North arrow and graphic scale • Written legal description of the boundaries of the annexation area (including full width of adjacent rights-of-way, if not already annexed into the City) • Boundary of the area proposed to be annexed • Within the boundary, show each ownership tract in unplatted land and, if part of 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. • Surveyor's Certificate • City acceptance and notary blocks
☐	**1**	**List of all property owners desiring to be annexed, along with street addresses.**
☐	**1**	**List of all special districts (including school districts) of which the territory proposed for annexation is a part.**
☐	**1**	**List of all residents (and their addresses) of the territory proposed for annexation who are <u>not</u> land owners.**

FOR THE ESTABLISHMENT OF ZONING

	# COPIES	ITEM REQUIRED
☐	**n/a**	**Review Fee $500.00 (additional fee required for Preliminary Development Plan and Official Development Plan submittal. Refer to City's Fee Schedule)**
☐	**n/a**	**Public Hearing Fee $350.00 (waived if taken at same time as annexation)**
☐	**Original**	**Application for Establishment of Zoning.** One applicant can sign on behalf of those property owners petitioning for annexation.
☐	**2**	**Legal description of zoning boundary.** In written and electronic format (email or CD - Word format) of each zoning boundary with the identification of the person who prepared such legal description (surveyor, etc.).
☐	**10**	**Preliminary Development Plan** (if establishing PUD zoning). See Concept and Technical checklists.

FOR THE CLUP (COMPREHENSIVE LAND USE PLAN) AMENDMENT (if required)

	# COPIES	ITEM REQUIRED
☐	**n/a**	**Review Fee $500.00**
☐	**n/a**	**Public Hearing Fee $350.00 (waived if taken at same time as annexation and zoning)**
☐	**Original**	**CLUP Amendment form.** One form is needed for each property owner petitioning for annexation.
☐	**1**	**Certified list of owners within 300 feet of the boundary of the annexation.** The certification shall state, "I hereby certify that the listed property owners within 300 feet of the subject site are as listed at the County Assessor's Office as of _____ (date)."
☐	**1**	**Map of owners within 300 feet.** An 8 1/2" x 11" map identifying the location and address of the each property owner of record title within 300 feet of the area to be annexed.
☐	**1 set**	**Notice letters and stamped and labeled envelopes.** Provide notice letters (to be sent by the City) for each of the owners within 300 feet of the property. Include addressed, postage prepaid envelopes for each of the owners. Notice letters and envelopes must be received by the City Clerk at least 10 days prior to the public hearing.
☐	**1**	**Statement of compliance.** A statement as to how the proposed amendment will be in the public good and in compliance with the overall purpose and intent of the CLUP.