

## **ANNEXATION Submittal Requirements**

### **Submittal Package Requirements**

1. Review Fee \$300.00
2. Public Hearing Fee \$350.00
3. Authorization Letter: Letter from owner authorizing applicant to apply for the project on behalf of the owner. The letter must follow the City's format and should be on the owner's letterhead. Letter must include owner's full name, title, phone number, and email address. If the applicant is also the owner, this letter is not required.
4. Ownership and Encumbrances Report: The O&E report must be from a title company and dated within the last 30 days from date of application.
5. If real property owner is a legal entity, applicant must provide evidence of authorization to sign on behalf of such entity. (i.e. Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.)
6. 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.
7. Affidavit of Circular (Exhibit A). The original must be signed and notarized.
8. 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 "Attachment B."
9. Fire District Petition for Withdrawal (Exhibit C). (If applicable)
10. 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.
11. List of All Property Owners Desiring to be Annexed, along with street addresses.
12. List of All Special Districts (including school districts) of which the territory proposed for annexation is a part.
13. List of All Residents (and their addresses) of the territory proposed for annexation who are not land owners.
14. 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).
15. Description of how the site will be accessed
16. Number of residential dwelling units are within in the area to be annexed
17. Approximate number of school age children (Pre-K-12) are in the area to be annexed
18. List of current use(s) of the area to be annexed

19. List of proposed future use of the area to be annexed
20. Requested Comprehensive Land Use Designation
21. Current Zoning Designation within County

## DOCUMENT REQUIREMENTS

### All Sheets:

1. Sheet size (landscape orientation)
  - Adams County - 18"x24"
  - Jefferson County - 24"x36"
2. Margins:
  - Adams County - 2" left, 1/2" top, bottom, right
  - Jefferson County - 2" left, 1" top, 1/2" bottom, right
3. Font size (all UPPER CASE lettering): Minimum 1/8" height
4. Date of plan preparation and revision dates on every sheet
5. Sheet number in the lower right-hand corner of each sheet (Sheet # of #)
6. Title centered at the top of every sheet:

\_\_\_\_\_ ANNEXIATION  
TO THE CITY OF WESTMINSTER  
SECTION, TOWNSHIP, RANGE  
COUNTY OF \_\_\_\_\_, STATE OF COLORADO  
SHEET \_\_\_ OF \_\_\_

### Cover:

7. Annexation Map
  - Proposed title of the annexation.
  - Size of area to be annexed, including roadways (in acres)
  - 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.