

## **Checklist of Documents and Items Required from an Applicant for ANNEXATION and INITIAL ZONING - TOWN OF HUDSON**

*The following list identifies the actions and items that the applicant needs to provide in an Application for Annexation and Initial Zoning in the Town of Hudson. All of the items below are required for a complete application, unless waived by the Town. Additional detail is found in the Land Development Code.*

### **A. Development Application** Fill-in Blanks

### **B. Annexation Application**

1. Fill-in Blanks
2. Transmittal Letter
3. Application Fee Check
4. Review Fee Check
5. Annexation Map – (5) 24"x36", (1) 11"x17", (1) CD in pdf format
6. Statement of Project Purpose and Rationale, Acreage and Proposed Land Uses
7. Draft Annexation Agreement
8. Updated Title Policy or Commitment
9. Stamped Business Sized Envelopes Addressed to Property Owners within 500'
10. Development Reports (if required):
  - a. Annexation Impact Report
  - b. Soils description and limitations
  - c. Know hazards and other environmental conditions on the site
  - d. If "flagpole" then property owners adjacent to public ROW
  - e. Preliminary utility plan
  - f. Amount of historical use of Water Rights
  - g. Statement on community need for annexation and zoning
  - h. Statement from school board
11. Signed copies of annexation map and annexation agreement
12. Quitclaim deed and consent agreement for ground water

### **C. Annexation Petition**

1. Fill-in Blanks
2. Landowner list

### **D. Zoning Map Amendment Application**

1. Fill-in Blanks
2. Application Fee Check
3. Review Fee Check
4. Written Description of Proposed Amendment
5. Legal Description of Property
6. Updated Title Policy or Commitment
7. Stamped Business Sized Envelopes Addressed to Property Owners within 500'
8. Zoning Amendment Map (5) full sized, (1) 11'x17"