

TOWN OF HUDSON ANNEXATION APPLICATION (100% of owners petitioning)



PROJECT NAME: _____ **DATE:** _____

OWNER CERTIFICATION:

I certify that I am the lawful owner of the land included in this application, and that I consent to this application.

Owner: _____ **Date:** _____

I certify that the information submitted with this application and correct to the best of my knowledge. I understand that the application will be processed only after submittal of a complete application, including all required documents and fees.

Applicant: _____ **Date:** _____

APPLICATION CHECKLIST (check as completed) (town to fill in all items noted with **):

Applicant		Town
	Pre-Application meeting with staff. Date: _____	
	Comments from preliminary meeting returned to applicant. Date: _____	

SUBMITTAL REQUIREMENTS:

	Transmittal letter listing items included in the application and describing in general terms the proposed annexation.	
	Completed <i>Development Application</i> form.	
	Application Fee: \$_____ ** Staff initials: _____	
	Review Fee Deposit: \$_____ ** Staff initials: _____	
	Annexation Petition, fully executed by owner(s).	
	Annexation Map. (Five full-size, 24" x 36" inch, paper copies; one 11"x17" paper copy; and digital copy on CD in a format specified by staff.)	
	Statement of project purpose and rationale, acreage and proposed land uses.	
	Draft Annexation Agreement.	
	Stamped business size envelopes addressed to owners of all property within 500' of the land being annexed.	
	Fiscal impact report, if required by Town. ** Required _____ Not Required _____	
	Evidence of current ownership, acceptable to the Town Attorney, such as a copy of an updated title policy or commitment, current within sixty (60) days.	
	Zoning map amendment Application.	

	<p>Annexation Map Format:</p> <ol style="list-style-type: none"> 1. See subdivision regulations for basic map format and technical details. 2. Title of annexation per staff instructions. 3. Legal description and clear graphic map of the property being annexed. 4. Certification by licensed surveyor, including certification of the required one-sixth contiguity with Town boundaries and graphic display of contiguous boundary. 5. Vicinity map. 6. ROW, easement, public land dedications per Annexation Agreement. 7. Signature blocks for: Board of Trustees; surveyor. 8. Other information required by the Town. 	
	<p>Development reports (refer to Annexation Regulations for specifications):</p> <ol style="list-style-type: none"> 1. Draft Annexation Impact Report. 2. Soils description and limitation. 3. A statement of any known hazards and other important environmental conditions present on the property. 4. In the case of “flagpole” annexations, a separate set of stamped business envelopes addressed to owners of all property adjoining the public way proposed to achieve contiguity, and a statement of the source of the addresses. 5. Preliminary utility plan, if required. Required_____ Not Required_____ 6. Affidavit concerning the amount and historical use of all water rights owned. 7. Statement on community need for proposed annexation and zoning. 8. For all annexations in excess of ten (10) acres, a statement from the school district. 	
	<p>Prior to Board of Trustees hearing; two signed original mylars of the annexation map and two signed originals of the Annexation agreement; and digital copy on CD in a format specified by staff if map has been revised.</p>	
	<p>Quitclaim deed and consent agreement for ground water.</p>	

REVIEW PROCESS:

	Annexation application and petition, and zoning application received.	Date: _____	
	Staff review of application and feasibility of the annexation.	Date: _____	
	Planning Department submits Petition to Town Clerk.	Date: _____	
	Preliminary negotiation of the annexation agreement.	Date: _____	
	Board of Trustees Resolution of Substantial Compliance and public hearing date.	Meeting date: _____ Hearing date: _____	
	Set Planning Commission hearing date:	Hearing date: _____	
	Applicant notified of Council action and scheduled hearing dates.	Date: _____	
	Statutory notice of annexation hearing:	Date sent to newspaper: _____ 1 st Publication Date: _____ 2 nd Publication Date: _____ 3 rd Publication Date: _____ 4 th Publication Date: _____	

	Copies of the annexation petition and the Resolution of Substantial Compliance sent by certified mail to the Clerk of the Weld County Board of County Commissioners and to the County Attorney. Date: _____	
	Not less than twenty-five (25) days prior to the Board of Trustees public hearing, copies of the annexation petition and the Resolution sent by certified mail to any school district or special district having territory within the annexed area. Date: _____	
	Annexation map, zoning request and hearing schedule sent to referral agencies. Date: _____	
	A summary of the petition and a notice of the scheduled Planning Commission and Board of Trustees public hearings sent to owners of land within three-hundred (500) feet of the property proposed for annexation. Date: _____	
	Negotiation of annexation agreement completed. Date: _____	
	In the event of a “flagpole” annexation, a summary of the petition and a notice of the scheduled Planning Commission and Board of Trustees public hearings sent to owners of land contiguous with the public way being used to achieve contiguity, and advising such owners of their rights under the Act to petition for annexation. Date: _____	
	Notice of Board of Trustees hearing posted by applicant (minimum of 15 days before hearing) and posting. Date posted: _____	
	Affidavit of posting submitted by applicant within 7 days of posting. Date received: _____	
	Draft annexation impact report received from Applicant. (Not less than 25 days before Council hearing) Date: _____	
	Impact report sent BOCC. (Not less than 20 days before Council hearing) Date: _____	
	Planning Commission hearing. Date: _____	
	Applicant notified of Planning Commission recommendation. Date: _____	
	Board of Trustees hearing on Annexation and Annexation agreement. Date: _____	
	Applicant notified of Council action. Date: _____	
	Applicant submits signed mylars of Annexation map and Annexation agreement. Date: _____	
	Ordinance publication to Newspaper. Date sent: _____ Date published: _____	
	Effective date of ordinance. Date: _____	
	Annexation ordinance, map, water deed and consent agreement, and annexation agreement recorded with Weld County Clerk. Date: _____	
	Change made to Official Zoning Map. Date: _____	

STAFF COMMENTS:

FOR OFFICE USE ONLY:

Date Received: _____ **Fees:** _____ **Rec'd. by:** _____

Case #: _____