



# ANNEXATION SUBMITTAL CHECKLIST

Municipal Code  
Chapter 16, Sec 16-69

PO Box 351  
50 S Beech Street  
Hudson, CO 80642

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Project Name: \_\_\_\_\_

REVIEW PROCESS
1. Annexation application and petition received by Town with completed submittal checklist
2. Staff review of application and feasibility of the annexation
3. Planning Department submits Petition to Town Clerk
4. Preliminary negotiation of the annexation agreement
5. Town Council Resolution of Substantial Compliance and Public Hearing
6. Planning Commission Public Meeting; may have required plan revisions
7. Statutory notice of annexation hearing
8. Annexation Petition and Resolution of Substantial Compliance distributed
9. Annexation map, zoning request and hearing schedule sent to referral agencies
10. Negotiation of annexation agreement completed
11. In even of a "flagpole" annexation, petition and notice sent to owners of land contiguous with the public way being used to achieve contiguity
12. Public notification beings; applicant may be requested to post a sign on the property
13. Draft annexation impact report received from Applicant
14. Impact report sent to BOCC
15. Planning Commission hearing; may have required plan revisions
16. Town Council Meeting
17. Applicant submits signed mylars of Annexation map and Annexation Agreement
18. Ordinance publication to Newspaper
19. Annexation ordinance, map, water deed and consent agreement, and annexation agreement recorded with Wed County Clerk
20. Change made to Official Zoning Map

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Transmittal letter listing items included in the application and describing in general terms the proposed annexation.
			Completed Land Use Application form.
			Review Fee Deposit: _____.
			Annexation Petition, fully executed by owner(s).
			Annexation Map. (One full-size, 24" x 36", paper copies; one 11" x 17" paper copy; and digital copy).
			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.
			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

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			<p>Annexation Map Format:</p> <ol style="list-style-type: none"> <li>1. See subdivision regulation for basic map format and technical details.</li> <li>2. Title of annexation per staff instructions.</li> <li>3. Legal description and clear graphic map of the property being annexed.</li> <li>4. Certification by licensed surveyor, including certification of the required on-sixth contiguity with Town boundaries and graphic display of contiguous boundary.</li> <li>5. Vicinity map.</li> <li>6. Right-of-way, easement, public land dedications per Annexation Agreement.</li> <li>7. Signature blocks for: Town Council; surveyor</li> <li>8. Other information required by the Town</li> </ol>
			<p>Development reports (refer to annexation Regulations for specifications):</p> <ol style="list-style-type: none"> <li>1. Draft annexation Impact Report.</li> <li>2. Soils description and limitation.</li> <li>3. A statement of any known hazards and other important environmental conditions present on the property.</li> <li>4. In the case of Flagpole” annexations, a separate set of stamped business envelopes addressed tow owners of all property adjoining the public way proposed to achieve contiguity, and statement of the source of the addresses.</li> <li>5. Preliminary utility plan, if required</li> <li>6. Affidavit concerning the amount and historical use of all water rights owned.</li> <li>7. Statement on community need for proposed annexation and zoning</li> <li>8. For all annexations in excess of ten (10) acres, a statement from the school district.</li> </ol>
			<p>Prior to Town Council meeting; two signed original mylars of the annexation map and two signed originals of the Annexation agreement; and digital copy.</p>
			<p>Quitclaim deed and consent agreement for ground water.</p>

**Comments:** \_\_\_\_\_

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