



ANNEXATION PETITION TECHNICAL CRITERIA FORM

Case#: _____-_____-_____

Proj. Name: _____
(Fee Agreement)

Purpose: Following review and comment by the Council of the Annexation Application and the draft Annexation Agreement, the owner may prepare and submit to the Town Clerk an Annexation Petition. Any forms or letters requiring signatures shall have one original signed and dated in blue ink. The Annexation Petition submittal shall include:

Preparation of the Annexation Petition (LUC 16.13.6)

App	Please attach the following documents (as appropriate):	Town
	1. Application and Annexation Petition Fees:	
<input type="checkbox"/>	a. Fill out the Application for Annexation Petition. Sign the original with blue ink. Make four copies of the original.	<input type="checkbox"/>
<input type="checkbox"/>	b. Application Fee (\$500 + \$300 x # of acres, + \$2000 deposit for professional and administrative costs); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	c. Review fee for Poudre Fire Authority (\$250)	<input type="checkbox"/>
<input type="checkbox"/>	2. Cover Letter: A cover letter addressed to the Council, introducing the applicant to the Council, requesting annexation of the petitioner's property and describing in general terms the development plans for the property, if it is annexed.	<input type="checkbox"/>
<input type="checkbox"/>	3. Petition for Annexation: Must be signed by 100% of the owners. (<i>Use attached form</i>).	<input type="checkbox"/>
<input type="checkbox"/>	4. Annexation Map:	
<input type="checkbox"/>	a. (4) copies of annexation map, signed and sealed by Professional Surveyor or engineer. (<i>Reference Land Use Code section 16.13.7.</i>)	<input type="checkbox"/>
<input type="checkbox"/>	5. Concept Map:	
<input type="checkbox"/>	a. (4) copies of the concept plan map. (<i>Reference Land Use Code section 16.13.8.</i>)	<input type="checkbox"/>
<input type="checkbox"/>	6. Title Commitment: Certification of ownership of all property shown on annexation map.	<input type="checkbox"/>
<input type="checkbox"/>	7. Property Tax Statement: Copy of prior year's property tax statement for all property to be annexed.	<input type="checkbox"/>
<input type="checkbox"/>	8. Public Hearing Notification Envelopes: All property owners listed in the Surrounding and Interested Property Ownership Report, as well as envelopes addressed to Larimer County Commissioners, County Attorney, and Poudre School District. (<i>Reference Land Use code section 16.1.17.</i>)	<input type="checkbox"/>
<input type="checkbox"/>	9. Surrounding and Interested Property Ownership Report. (<i>Reference Land Use code section 16.1.17.</i>)	<input type="checkbox"/>
<input type="checkbox"/>	10. Statement of conformance to the Comprehensive Plan	<input type="checkbox"/>
<input type="checkbox"/>	11. Water Rights Statement. (<i>Reference Land Use Code section 16.13.6.A.10.</i>)	<input type="checkbox"/>
<input type="checkbox"/>	12. Petition for Zoning of property to be annexed. (<i>Please use Rezoning Tech form.</i>)	<input type="checkbox"/>