

the hearing to another date without additional notice as provided by the Act. At the conclusion of the public hearing, the Board shall adopt a resolution containing the findings of fact and conclusions, including:

- a. Whether or not the requirements of the Act and this Code have been met;
- b. Whether or not the Annexation Agreement is acceptable to the Town;
- c. Whether or not additional terms and conditions are to be imposed; and
- d. Whether or not an election is required, either as result of a petition for election or the imposition of additional terms and conditions.
- e. If the Board is not going to proceed to annex the property, either because the petition does not comply with the Act or this Code, or for any other reason, the Board shall terminate the proceedings and deny the petition.

8. Findings.

If the Board finds that:

- i. The annexation is in compliance with the requirements of the Act and this Code;
- ii. That an election is not required under the Act; and
- iii. No additional terms and conditions are to be imposed;

The Board may annex the land and approve the Annexation Agreement by ordinance without election. The zoning of the property shall be considered by separate ordinance.

9. Zoning. The Board may consider and act upon the Zoning petition as provided in this Code.

13.7. Annexation Map Technical Standards

The annexation map shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado. The annexation map shall conform to the following drafting standards and contain the following information. It shall be a neat, clear, permanent, legible and reproducible document. Inaccurate, incomplete or poorly drawn maps shall be rejected.

- A. The annexation map shall be an original drawing on 24" x 36" flat, spliceless, tapeless and creaseless sheet(s) of double matte mylar film with a uniform thickness of not less than .003 of an inch, using only permanent black ink that will adhere to drafting films, or an acceptable "fix-line" photographic reproduction (emulsion down), or a computer generated reproduction of the original drawing.

A margin line shall be drawn completely around each sheet leaving a margin at least one-half (½) inch on three sides and a margin at least two (2) inches on the left (short) side, entirely blank. Unless otherwise specified, text and numbers are to be large enough to be clearly legible at the scale drawn.

- B. Paper copies of the annexation map(s) shall be blue-line or black line copies of the original, folded to 12" x 9" size. The applicant shall also provide paper 11" x 17" and 8½" x 11" reductions of the annexation map(s).
- C. The annexation map shall be drafted at a scale that best conveys the detailed survey, and confines the drafting error to less than one (1) percent. Acceptable scales are 1"=50' or 1"=100' and for annexations exceeding one hundred (100) acres, 1"=200'. In special instances another scale may be approved by the Town. When an annexation requires multiple sheets, an index shall be provided that delineates the boundaries and identify each sheet number. The scale of a composite map may be different from the individual sheets, as approved by the Town. A "title sheet" containing the certifications and signature blocks shall be provided in the event that the annexation map sheet is too crowded.
- D. The title shall be centered at the top of the sheet along the long dimension of each sheet shall include the name of the proposed annexation. A general legal description stating the section, township, range, 6th P.M., Town of Timnath, Larimer County, Colorado, shall be included under the name. On the title sheet (Sheet #1), under the general legal description, include the total acreage. Annexation names may not duplicate existing annexation names.

Example:

NEW ANNEXATION
TO THE TOWN OF TIMNATH, COLORADO
A Part of the E/2 of Section 23, Township _ North,
Range __ West, __ th P.M., Town of Timnath, Colorado
xx.xx Acres

- E. There shall be a title block in the lower right-hand corner, or along the right-hand margin that contains the name, address and telephone number of the land owner, the developer, and the engineer or surveyor preparing the drawing, an appropriate title for the drawing, the preparation date, sheet number, the preparer's project identification numbers, revision dates, draftsman's initials, and the electronic drawing file name (matching the AutoCAD drawing file provided to the Town).
- F. Adjacent to the title block, in the lower right-hand corner, there shall be a legend block which shall include a description of lines, points and symbols, a double-headed north arrow designated as true north and a written and graphic scale.
- G. Adjacent to the right margin, or in a column to the right of the center of the title page if the page is crowded, there shall be the Town's standard statement of

ownership containing a written metes and bounds legal description of the land to be annexed (including the full width of abutting roadways not already within the Town) followed by the owner's signature block(s) and notary block(s), one for each owner or mortgagee.

- H. Immediately following the ownership certificate, there shall be the Town's standard Surveyor's certificate, signed, dated and sealed by a licensed surveyor or engineer.
- I. Immediately following the Surveyor's certificate, there shall be the Town's standard certificate blocks for the Planning Commission and Board.
- J. Immediately following the Board's approval certificate, there shall be the Town's standard recording certificate block for the Larimer County Clerk and Recorder.
- K. All certificate blocks shall be used or adapted from the Timnath Subdivision Regulations, or as otherwise provided by the Town.
- L. A vicinity map that depicts the area to be annexed lands within a two-(2) mile radius superimposed on a current *USGS Topographical Map*, shall be placed on the left side of annexation map, outside the boundary of the area being annexed, or on the left side of the title sheet.
- M. The annexation map drawing shall contain the following:
 - 1. the outline of area to be annexed with boldest line.
 - 2. book, page, map number, etc., and place where all references are publicly recorded.
 - 3. all recorded and apparent rights-of-way lines and names of roads both within and adjacent to the boundary, including right-of-way widths at each leg of an intersection, at the point of curve and point of tangent, at dead ends and at angle points; and right-of-way lines with accurate bearings and dimensions including chord lengths and bearings, central angles and radii of all curves. Whenever the centerline of a road has been established or recorded, the date and recording information shall be shown on the Annexation Map.
 - 4. the contiguous boundary of the Town and the contiguous boundary of any other municipality abutting the area proposed to be annexed.
 - 5. section, quarter section, and other monument corners ties to section corners and to the State grid, if available, which show dimensions of all

primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 (second order) minimum for linear and angular (bearing) closure shall be required for the boundary.

6. a description of all monuments, both found and set, which mark the boundaries of the property and of all control monuments used in conducting the survey.
7. the location of each ownership tract in unplatted land, and, if part or all of the area is platted, the boundaries and plat numbers of plots or of lots and blocks. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
8. the names and locations of all abutting subdivisions. The locations of all abutting unplatted parcels and public lands shall be depicted and designated as such.
9. the purpose, widths, location (with fine dashed lines) and ownership of all easements and all abutting easements, including but not limited to utility, oil and gas gathering and transmission lines and irrigation ditches (fee or prescriptive). If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. The widths of all easements and sufficient data to definitively locate the same with respect to the parcel to be annexed must be shown. All easements must be clearly labeled and identified. If an easement shown on the annexation map is of record, its recorded reference must be given.
10. lines, names and descriptions on the annexation map which do not constitute a part of the annexation, depicted in dashed or screened lines. Any area enclosed by the annexation, but not a part thereof, shall be labeled "Not a Part of This Annexation."
11. 100-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams, lakes, or inlets on the affected property.
12. length and bearing of all lines described in the written description.

13. section numbers, quarter section quadrants, township and range lines, and label each.
 14. all lines, calls, arcs, etc., described in written description.
 15. ellipse around each location where a detail drawing will be provided, and provide designation for each detail such as "See Detail A."
 16. "Point of Beginning" in bold letters with an arrow.
 17. Show "True Point of Beginning" with bold letters and arrow, when appropriate.
 18. a map note indicating the total perimeter of the annexation boundary, the contiguous length to the existing Town boundary and the length representing one-sixth (1/6) of the total annexation boundary perimeter.
- N. An AutoCAD™ drawing file (release 12 or higher) of the annexation map(s) and title sheets and all fonts used, shall be provided on IBM formatted compact disks, or by other electronic transfer acceptable to the Town. Large drawing files are to be compressed. If multiple maps are used, one drawing file must combine all the parts into one map showing the entire annexation. AutoCAD™ drawing files (release 12 or higher) of each revision to the annexation map shall be provided at the time the revision is submitted to the Town.
- O. A word processing file of the legal description shall be provided on an IBM formatted 3 ½" computer diskette, or by other acceptable electronic transfer. Text must be in uppercase.

13.8. Concept Plan Map Technical Standards

The concept plan map shall be a neat, clear, permanent, legible and reproducible document.

- A. Paper copies of the concept plan map(s) shall be blue line or black line copies of the original, folded to 12" x 9" size. The applicant shall also provide paper 11" x 17" and 8½" x 11" reductions of the concept plan map(s).
- B. The concept plan map drawing shall contain the following:
 1. the boundary of the area to be developed;

2. a written legal description of the area to be developed;
 3. the general location of each proposed land use on the property and the percentage of the whole for each use. General location of land uses may be shown as irregular graphic shapes depicting the approximate size and relationship to adjacent land uses. A table shall be used to list densities and land use by type, including the area of each, the density of residential development and the maximum and minimum lot sizes, and the maximum square footage of commercial and industrial buildings and the maximum and minimum lot sizes;
 4. existing and proposed arterial and collector streets and their relationship to the principal land uses on the site;
 5. existing and proposed major utility lines or facilities and their relationship to the principal land uses on the site;
 6. contour lines at ten (10) foot intervals, except when there are significant geographical features on the land and a different interval is determined to be more appropriate; and
 7. significant natural or manmade features on the site and contiguous to the property, including but not limited to, bluffs, tree galleries, lakes and ponds, irrigation ditches watercourses and wetlands.
- C. An AutoCAD™ drawing file (release 12 or higher) of the concept plan map(s) and title sheets and all fonts used, shall be provided on IBM formatted compact or zip disk, or by other acceptable electronic transfer.