



Town of Lochbuie Annexation Checklist

Project Name _____

Project Address and Legal Description _____

Date Submitted _____ Fees Submitted _____

Please provide the following electronically to the Town Clerk along with this form. For additional information, refer to Colorado Municipal Annexation Act of 1965, as amended.

Note: Please allow a minimum of 24 weeks to process Review timeframe will be extended for more complex applications and for zoning, subdivision and/or site plan approvals also included or required as part of application.

- All maps, legal descriptions and surrounding property owner information.**
- Land Use Application Form, marked for Annexation and, if applicable, for zoning, platting, and/or site plan approval as may be requested by applicant or by the Town.**
- Reimbursement Agreement & deposit in an amount as set forth in such agreement to be determined by the Town based on complexity of application, payable by check or money order.**
- Surrounding and interested property ownership report.** A current list (not more than thirty (30) days old) of the names and addresses of mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. The applicant shall certify that the report is complete and accurate, even if the list has no content.
- Letter of Intent to Annex.** The letter shall be addressed to the Town Board of Trustees to serve as a cover letter to the formal petition, introducing the applicant(s) to the Board, requesting annexation of the petitioner's property and describing the development plans for the property, if it is annexed.
- Annexation Petition.** The applicant shall submit a petition for annexation complying with the requirements of the Colorado Municipal Annexation Act of 1965, as amended. The Town's standard form petition shall be utilized. The petition shall contain the following statements:

- An allegation that the annexation is desirable and it is necessary that the area be annexed to the municipality.
- An allegation that eligibility requirements and limitations have been met or addressed respectively.
- An allegation that the petitioners comprise the owners of more than fifty (50) percent of the territory included in the proposed annexation area (excluding streets and alleys).
- A request that the annexing municipality approve the annexation.
- Consent to the inclusion of the property into the applicable special districts, as appropriate.
- A waiver of any right to election pursuant to Section 20, Article X of the Colorado Constitution before a district can impose property tax levies and special assessments.
- The dated signatures of petitioning landowners. Petition signatures must be signed within one hundred eighty (180) days of the date the petition is first submitted to the Town Clerk.
- A mailing address for each signer of the petition.
- The full legal description of land owned by each signer of the petition (if platted, by lot and block; if un-platted, by metes and bounds).
- An affidavit of each petition circulator that each petitioner's signature is valid.

Annexation Map. The annexation map shall be signed and sealed with stamp of a registered Colorado land surveyor or engineer preparing the map, or under whose supervision the annexation map was prepared.

- The final recordable 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. The mylar itself need not be submitted in printed form to the Town until the time of ordinance approval and for the purpose of recordation with the County.

- Four 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).
- 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 (composite map with match lines) 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.
- 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, th P.M., Town of Lochbuie, Adams/Weld 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:

*Mountain View Annexation
To the Town of Lochbuie, Weld County, Colorado
A Part of the E/2 of Section 23, Township _ North,
Range __ West, __th P.M., Lochbuie, Colorado
52.4 Acres*

- 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 numbers (X of X pages), 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).

- 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.
- 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.
- 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. Immediately following the Surveyor's certificate, there shall be the Town's standard certificate blocks for Board of Trustees. Immediately following the Board of Trustees approval certificate, there shall be the Town's standard recording certificate block for the Adams/Weld County Clerk and Recorder. The Annexation Map shall contain on its face the following certificates. Text is to be 10 pt. (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar "san serif" type. Add signature lines to the Certificate of Ownership and spaces in the Notary Certificate as necessary for multiple owners. Add additional Notary Certificates as necessary for out-of-town signatories. Remove "extra" titles and signature lines in the Certificate of Ownership and spaces in the Notary Certificate as appropriate. The certificates are to be placed in columns not more than 6 ½" in width. If multiple columns are required, separate the columns by 1". Legal descriptions are to contain a blank line separating each clause in the description.
- A vicinity map that depicts the area to be annexed and the area which surrounds the proposed annexation within a two-(2) mile radius superimposed on a current USGS Topographical Map, maintaining the same scale 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.
- The annexation map drawing shall contain the following:
 - Show the outline of area to be annexed with boldest line.
 - For all references, show book, page, map number, etc., and place where publicly recorded.

- Show all recorded and apparent rights-of-way lines of roads both within and without the periphery of land to be annexed; these roads are those which are adjacent, adjoining, contiguous, and/or coincident with boundary. Provide all road names, 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.
- Show on the annexation map, next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the Town and the contiguous boundary of any other municipality abutting the area proposed to be annexed. A hatched boundary line shall be used to depict the boundary contiguous to the Town (example: ///////////////).
- Show on the annexation map the area of boundary proposed to be annexed which is used to calculate compliance with the 1/6 contiguity requirements of the Act and set forth the description of how the proposal meets the contiguity requirement in a map note.
- Show section, quarter section, and other monument corners. Display 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. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
- Provided 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.
- Show the location of each ownership tract in un-platted land, and if part or all of the area is platted, the boundaries and plat numbers of plots or of lots and blocks.
- Show the names and locations of all abutting subdivisions. The locations of all abutting un-platted parcels and public lands shall be depicted and designated as such.
- The ownership identity of all mineral rights shall be designated on the map.

- Show 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 definitely 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.
 - All lines, names and descriptions on the annexation map which do not constitute a part of the annexation shall be 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."
 - Accurately locate 100-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams, lakes, or inlets on the affected property.
 - Show clearly the length and bearing of all lines described in the written description.
 - Show section numbers, quarter section quadrants, township and range lines, and label each.
 - Show all lines, calls, arcs, etc., described in written description.
 - Circle or place an ellipse around each location where a detail drawing will be provided, and provide designation for each detail such as "See Detail A."
 - Show "Point of Beginning" in bold letters with an arrow.
 - Show "True Point of Beginning" with bold letters and arrow, when appropriate.
 - Lot and block numbers if the area is already platted.
 - Existing easements.
- Ownership of each adjacent parcel to the annexation. An AutoCAD™ drawing file as required by the Town Engineer of the annexation map(s) and title sheets and all fonts used, shall be provided on compact disks, or by other acceptable electronic transfer. 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 of each revision to the annexation map shall be provided at the time the revision is submitted to the Town.

Concept Plan Map shall contain the following:

- Show the boundary of the area to be developed;
- Provide a written legal description of the area to be developed;
- Show 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;
- Show existing and proposed arterial and collector streets and their relationship to the principal land uses on the site;
- Show existing and proposed major utility lines or facilities and their relationship to the principal land uses on the site;
- Show 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
- Show 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.
- An AutoCAD™ drawing file and any other electronic submittal, as may be required by the Town, of the concept plan map(s) and title sheets and all fonts used, shall be provided on Town approved electronic transfer formats. 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 and any other electronic submittal, as may be required by the Town, of each revision to the concept plan map shall be provided at the time the revision is submitted to the Town.

Proof of Ownership. Proof of ownership in the form of a current title commitment, issued by a title insurance company licensed by the State of Colorado, whose effective date shall be less than (30) thirty days prior to the date of submittal of the annexation petition. Ownership must match

the ownership listed in the petition. If the legal description of the area to be annexed as shown on the annexation map does not match the legal description of the property owned, because of road rights-of-way or other reasons, then the proof of ownership must certify that the property owned is wholly contained within the described area on the annexation map. If the applicant is not the owner, there shall be provided, in addition to the title commitment naming the owner as the insured, a notarized affidavit by the owner stating the applicant is authorized by the owner to make application for annexation. The applicant is to provide a digital file of the legal description contained in the proof of ownership

Property Tax Statement. A copy of the prior year's property tax statement for all property to be annexed.

Annexation Impact Report. A draft annexation impact report conforming to C.R.S. § 31-12-108.5 is required for areas of ten (10) or more acres. Any deviation from the Town's standard form will require review and approval by the Town Attorney before the annexation impact report is accepted for processing by the Town. The impact report shall contain the following information:

- A map or maps of the municipality and adjacent territory showing the present and proposed boundaries of the municipality in the vicinity of the proposed annexation; the present streets, major trunk water mains, sewer interceptors and outfalls, other utility lines and irrigation and drainage ditches, and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation; and the existing and proposed land use pattern in the areas to be annexed;
- A copy of any draft or final pre-annexation agreement, if available;
- A statement setting forth the plans of the municipality for extending to or otherwise providing for, within the area to be annexed, municipal services performed by or for the municipality at the time of annexation;
- A statement setting forth the method under which the municipality plans to finance the extension of the municipal services into the area to be annexed (those municipal services supplied by the Town);
- A statement identifying existing special districts within the area to be annexed; and

- A statement on the effect of annexation upon local public school district systems including the estimated number of students generated and the capital construction required to educate such students.

- Consistency with the Town Comprehensive Plan.** The applicant is required to provide a narrative response related to the conformance of the project to the goals identified in the Comprehensive Plan.

- Water Rights.** The applicant shall provide a “Water Rights Report” for the property prepared by a qualified water engineer or water attorney detailing the water rights appurtenant to and severed from the property to be annexed and their historical use. The report must include both surface (tributary) and subsurface (non-tributary and not non-tributary groundwater). In addition, the applicant shall provide a signed standard form warranty deed for the transfer of all water rights to the Town. (15-1-20 Lochbuie Town Code)

- Zoning of Property to Be Annexed.** If zoning is requested simultaneously with annexation, the petitioner must submit a completed Zoning Application form, provide a Zoning Map for the property, a zoning amendment map amending the official zoning map and pay the application and recording fees. If zoning is not requested simultaneously with annexation, the property is required by statute to be brought under the Town’s Zoning Code and Zoning Map within ninety (90) days of the completion of the annexation process.

- Annexation Assessment Report.** The application is to be accompanied by a narrative report assessing the effect of the proposed annexation upon the community and existing services and facilities. It shall detail the need for any expansion of those services and facilities to accommodate the development proposed for the property being annexed. The narratives shall be one or more paragraphs in length, and adequate to fully explain the needs, concepts and proposed solutions for each of the following:
 - An assessment of the community needs for the proposed annexation and land use;
 - The economic impact to the municipality of the proposed annexation. This is to include an analysis of short-term and long-term municipal revenues to be generated by the development, short-term and long-term municipal expenses likely to be incurred as a result of the annexation and development, and proposals to mitigate any negative impacts;

- The school impact including an estimated of the number of students to be generated by development of the property, capital construction required to educate the students, and proposals to mitigate any negative school impacts;
- The impact on the existing transportation system and proposals to mitigate any negative transportation impacts upon the community (arterial and collector street improvements, intersection improvements, intersection signalization, alternative modes of transportation, etc.)
- The impact of the proposed development on the existing storm drainage system and proposals to mitigate any negative drainage impacts upon the community (historic rainfall drainage patterns, detention and retention areas, storm sewer requirements, discharged irrigation ditches, floodways and floodplains, etc.).
- The impact of the proposed development on the Town's Law Enforcement Agency or Police Department and proposals to mitigate any impact upon the existing police services (special security needs, additional officers required, additional equipment requirements, etc.);
- The impact of the proposed development on the appropriate Fire Protection District and proposals to mitigate any impact upon the existing fire protection services (special fire hazards, fire prevention, fire detection, emergency access, additional equipment requirements, additional manpower requirements, additional fire stations, etc.);
- The impact of the proposed development on the Town's park facilities and recreation programs and proposals to mitigate any impact upon the existing facilities and programs (additional facilities, additional recreation programs, additional personnel required, etc.);
- The impact of the proposed development on the environment of the Town and proposals to mitigate any negative impact (identify environmentally sensitive areas, endangered species, significant habitats, etc.);
- The short-term and long-term economic development potential for the property (numbers of jobs to be created, sales and use tax generation, property tax generation, utility revenue generation, incentives to be offered, etc.);
- The compatibility of the proposed development with the street master plan as depicted in the Town Comprehensive Plan and proposals for mitigating any negative impact;

- The compatibility of the proposed development with the Town Comprehensive Plan and any plan amendments that may be necessary for the proposed development;
- The compatibility of the proposed development with the Town Land Use Code and any deviations in setbacks, space requirements, and permitted uses that may be required for the proposed development; and
- A review of existing and adjacent land uses, areas of compatibility or conflict, and possible mitigation measures that may be required for the proposed development.
- Letters of Support. The application is to be accompanied by letters of support indicating a commitment to serve from each special district servicing the area to be annexed. A water supply study must be prepared by a Colorado registered professional engineer or other water supply expert. The report must comply with the requirements of C.R.S. 29-20-301 through 306.

- A draft Annexation Agreement.**
- A completed South Beebe Draw Metro District 'Drainage Report Submittal Requirements' form (if applicable).**

Applicant Certification

Sign and date in ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s)	Date
Applicant(s)	Date

Note: The Town must certify this application is complete and compliant with all submittal requirements or reject it as incomplete. Applicants will be notified of any deficiencies or inadequacies in the materials submitted. Incomplete submissions will not be processed or referred to the Board.