



SUBMITTAL REQUIREMENTS: ANNEXATION AND ZONING

- 1) **Application form** (1 copy), filing fee, sign posting fee, and \$.75 for each APO label. [Application Form.pdf](#)
- 2) **Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
- 3) Three (3) lists of names and address of all owners of record of real property within eight hundred (800') feet of the property lines of the parcel of land proposed to be annexed, exclusive of public right-of-way. Two (2) lists shall be typed on mailing labels (33 per sheet), the other list shall be a reproducible copy of those labels. *(Annexations larger than 40 acres shall provide lists of all owners of record of real property within one thousand (1000') feet of the property lines of the parcel of land proposed to be annexed.
- 4) **Petition for annexation** (original and 10 copies). The petition for annexation and zoning must be signed by persons comprising more than 50% of the landowners in the area and owning more than 50% of the area. The annexation petition must contain the following information:
 - (a) A statement indicating that the requirements of the Colorado Annexation Act have been met.
 - (b) A statement indicating the signers of the petition comprise more than 50% of the landowners in the area and own more than 50% of the area.
 - (c) The signatures and addresses of such owners.
 - (d) The date of signing each signature.
 - (e) The affidavit of each circulator of such petition that each signature is the signature of the person whose name it purports to be.
 - (f) A request of the City of Fort Collins to approve the annexation and zoning as indicated.
 - (g) A statement as to why it is necessary and desirable for the City of Fort Collins to annex the area.
 - (h) A description of the zoning classification being requested and any conditions requested for that zone district classification.
 - (i) A statement of consistency of the requested zoning to be structure plan.
- 5) Statement of Principles and Policies and consistency with the city Structure Plan (**original and 3 copies**) being achieved by the zoning of the property to the zoning district being proposed by the applicant.
- 6) List of Names, Addresses, and Phone numbers of any retailers located within the boundaries of the annexation (4 copies)
- 7) **Annexation Map** (23 copies and 3 signed reproducible mylars*)

** 3 signed mylar copies must be submitted to the Community Development and Neighborhood Services Department in between the City Council's 1st and 2nd Readings of the Annexation Ordinance.*