

Submittal Checklist : *Annexation and Zoning*

The following information is required to be submitted, unless waived, with all applications. Any item waived must be dated and initialed by a planner with the City of Fort Collins Planning and Zoning Department.

- ❑ Application form (1 copy), filing fee (plus .75 cents for each APO label), and sign posting fee.
- ❑ **Transportation Development Review Fee – please contact Engineering at 221-6605 for information.**
- ❑ 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.
- ❑ Statement of Principles and Policies and consistency with the City Structure Plan **(original and 3 copies)**.
- ❑ List of Names, Addresses, and Phone Numbers of any retailers located within the boundaries of the annexation **(4 copies)**.
- ❑ Petition for annexation **(original and 10 copies)**; containing the following information:
 - A statement indicating that the requirements of the Colorado Annexation Act have been met.
 - A statement indicating that the signers of the petition comprise more than 50% of the landowners in the area and own more than 50% of the area.
 - The signatures and address of each owner.
 - The date of signing each signature.
 - The affidavit of each circulator of such petition that each signature is the signature of the person whose name purports to be.
 - A request of the City of Fort Collins to approve the annexation and zoning as indicated.
 - A statement as to why it is necessary and desirable for the City of Fort Collins to annex the area.
 - A description of the zoning classification being requested and any conditions requested for that zone district classification.

- Annexation map **(23 copies and 3 signed reproducible mylars*)**
 - * *3 signed mylar copies must be submitted to the Current Planning Department in between the City Council's 1st and 2nd Readings of the Annexation Ordinance.*

The annexation map must show the boundary of the area proposed to be annexed including the following:

- Location of ownership tracts and platted lots.
- A written legal description of the boundaries of the area.
- A written legal description of the boundaries of each of the proposed zone districts within the area to be annexed.
- The continuous boundary of the City of Fort Collins next to the boundary of the area proposed to be annexed.
- A vicinity map showing the proposed annexation and surrounding area.
- All existing structures on the property proposed for annexation.
- All contiguous section line county road right-of-way must be included within the annexation (i.e. the boundary of the annexation shall not be located along the center line of a county road).
- The requirements of the above statement also apply to State and U.S. Highways and if such highways are included in the annexation, the Colorado Department of Highways must sign the Annexation Petition.
- Railroad rights-of-way contiguous with annexation boundary must be included in annexation.