



Annexation & Zoning Application Complete Submittal Checklist & Guide

Submittal Instructions

- A City Development Review Coordinator will be assigned to all projects - Your Development Review Coordinator is available to assist you with the review process. If you do not have a review coordinator assigned to your project, please contact us at 970-221-6689 or DRCoord@fcgov.com for assistance.
- Advanced notice of Submittal and resubmittals is appreciated - A completed copy of this checklist, all submittal materials and fee payments are due at the time of project submittal. Please contact your Development Review Coordinator at 970-221-6689 or DRCoord@fcgov.com for more submittal details including turnaround times and next steps.
- Only complete submittals are accepted - The submittal may be returned to the applicant if any required materials or application fees are missing or insufficient. Submittals received Monday morning through Wednesday noon will be routed for review the same week and submittals received after Wednesday noon will be held and routed the following week.
- This checklist can be used in tandem with the [Development Review Submittal Requirements Document](#). The applicant must complete this checklist and acknowledgement of the Annexation & Zoning Submittal Requirements.
- The applicant shall be the designated contact person who will receive correspondence from city staff and referral agencies.

Additional Resources

- Development Review Guide and Flowchart:
<https://www.fcgov.com/drg/>
- Development Review Applications and Submittal Requirements Main Page:
<https://www.fcgov.com/developmentreview/applications.php>
- City Land Use Code:
https://library.municode.com/co/fort_collins/codes/land_use
- City Utilities:
[Development Forms, Guidelines & Regulations](#)
- City Engineering main page:
<https://www.fcgov.com/engineering/>
- The City's Comprehensive Plans:
[City Plan](#) and [Transportation Master Plan](#)
- Online City Map Resources:
<https://www.fcgov.com/gis/maps.php>
- Larimer County Urban Area Street Standards:
<https://www.larimer.org/engineering/standards-and-guides/urban-area-street-standards>

Annexation (ANX) & Zoning Complete Submittal Checklist and Guide:

Annexation Name: _____

Applicant Name: _____

Project Type: _____ Project Number (if assigned): _____

New Submittal Revision Review Round: _____ Submittal Date: _____

Staff Review Meeting Date: _____

Development Review Coordinator: _____

This checklist is for the proposal of the annexation of lands to the City of Fort Collins.

Refer to the Submittal Requirements Document for a description of these review types. **All checklist items are required unless city staff indicates an item is (W)aived, (D)eferred, (N/A)Not Applicable or already (R)eceived. If the staff code is blank, then the item is required.** This checklist must be reviewed, completed and accepted by staff prior to project routing. Additional information may be requested from the applicant during the review process, if necessary, to address specific issues that arise. Please note that all application materials, once submitted, become a matter of public record.

Checklist, Submittal Forms, and Fees:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		One copy of this checklist, completed and signed by applicant	Development Review Coordination DRCoord@fcgov.com 970-221-6689
		One signed copy of the Development Review Application	
		Payment for the above application form <u>Payments can be made by check or credit card.</u> Check: Make payable to City of Fort Collins. Mail to the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, OR place in the blue drop box located at the west side of the building. Credit Card: Would be processed over the phone. Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00.	

Electronic Copies*

All copies must be provided per City file naming standards and submitted electronically. All copies must be prepared per city PDF formatting standards.

See: [Submittal Requirements Section M](#) – File Naming Standards & PDF formatting standards

* Paper copies of plans and reports are not required during development review. See Submittal Requirements, Section D for drawing format guidelines. All plan elements shall be clearly drawn and labelled. A scale bar must be provided on all scaled drawings. Paper copies of plan sheets may be requested to complete a timely review, including instances when the drawing scale is not accurately depicted.

1) General Information:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p>A comment response letter from the project's Conceptual Review or Preliminary Development Review staff meeting; or for resubmittals include a comment response letter from the prior round of review.</p> <p>To receive a final copy of the staff comment letter, contact your Development Review Coordinator</p>	<p>Section C</p> <p>Development Review Coordination</p> <p>970-221-6689</p> <p>DRCoord@fcgov.com</p>
		<p>Petition for Annexation</p> <p>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.</p> <p>The annexation petition must contain the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A statement indicating that the requirements of the Colorado Annexation Act have been met. <input type="checkbox"/> 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. <input type="checkbox"/> The signatures and addresses of such owners. <input type="checkbox"/> The date of signing each signature. <input type="checkbox"/> 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. <input type="checkbox"/> A statement as to why it is necessary and desirable for the City of Fort Collins to annex the area. <input type="checkbox"/> A description of the zoning classification being requested, and any conditions requested for that zone district classification. <input type="checkbox"/> A statement of consistency of the requested zoning to be structure plan. 	<p>Petition PDF</p>

		<p>Statement of Principles and Policies</p> <p>Consistent with the City Structure Plan</p>	<p>City Plan, Structure Plan</p>
		<p>List of Names, Addresses, and Phone Numbers of any retailers located with the boundaries of the Annexation</p>	
		<p>Word Document(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unsigned Petition <input type="checkbox"/> Annexation Legal Description <input type="checkbox"/> Proposed Zoning Legal Description 	
		<p>Staff Comments:</p>	

2) Annexation Map:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p>Annexation Map</p> <p>The annexation map must be prepared by a Colorado registered professional land surveyor.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please include one 24x36 and one 11x17 copy of the map <p>Please follow appropriate Colorado State Statues. The annexation map should include, but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title – Annexation name with brief legal preamble in large letters at the top center of the sheet. <input type="checkbox"/> Sheet Index - For multiple sheets a sheet index should be provide on the cover sheet. Key maps must be provided where needed. <input type="checkbox"/> Vicinity Map – A vicinity map including the site, a north arrow, bar and graphic scales and nearest major roads. <input type="checkbox"/> Legal Description – Full written lot and block or metes and bounds legal description. <input type="checkbox"/> Summary Table – A summary table that includes the total acres that are to be annexed and a contiguity analysis. <input type="checkbox"/> Annexation Plat General Notes <input type="checkbox"/> North Arrow and Scale <input type="checkbox"/> Property Lines and Easements – The boundary line of the site with dimensions, bearings, and control points. Lots, tracts, and block numbers, use and square footage. All existing and proposed easements. <input type="checkbox"/> Streets – Adjoining and internal streets and rights-of-way. <input type="checkbox"/> Floodplain / Floodway Linework (labeled) <input type="checkbox"/> Signature Blocks, including: <ul style="list-style-type: none"> <input type="checkbox"/> Surveyor’s Certification <input type="checkbox"/> City Engineer <input type="checkbox"/> City Clerk <p><i>Five (paper) copies of the signed annexation map will be requested at the end of the review process, prior to Initiating Resolution. These copies will be held by the City Clerk’s office until the ordinance is adopted, they will then be distributed as follows –</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> City Clerk’s Office <input type="checkbox"/> Larimer County Clerk and Recorder <input type="checkbox"/> Department of Local Affair (DOLA) <input type="checkbox"/> Department of Revenue (DOR) <input type="checkbox"/> Larimer County Elections 	<p>Colorado Revised Statutes Section 31-12-104, Eligibility for Annexation. C.R.S. §31-12-104</p> <p>Colorado Revised Statutes Section 31-12-105, Limitations. C.R.S. §31-12-105</p> <p>Contact: floodplainadministration@fcgov.com for floodplain CAD line work</p>

Applicant Acknowledgement:

I have reviewed the Annexation & Zoning Submittal Requirements. All documents submitted are complete and the Annexation & Zoning Submittal Requirements have been incorporated into the plans. I understand that submittal requirements not sufficiently addressed or deferred may result in an incomplete submittal and/or added review time.

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____

**Outside Agencies to be Routed by the City of Fort Collins*
(To be completed by staff):**

Comcast Cable	Century Link	Xcel Energy
East Larimer County Water District	Fort Collins-Loveland Water District	South Fort Collins Sanitation District
Platte River Power Authority	Poudre Valley REA	Boxelder Sanitation District
Cherry Hills Sanitation	Colorado Department of Transportation	Greeley Water Line
Poudre School District	Thompson School District	Larimer County Planning
Railroad: _____	Ditch Company: _____	Other: _____
Other: _____	Other: _____	Other: _____

* Notice: The City of Fort Collins routes the project application materials to the specified outside agencies and requests a review of the materials and comments to the project’s applicant by the specified comment due date but cannot guarantee that the agencies will provide comments by the date requested or certify acceptance of the routed project.