



## 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 Community Development and Neighborhood Services Department.*

- Application form** (1 copy), filing fee (plus .75 cents for each APO label), and sign posting fee. [Application Form.pdf](#)
- Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
- 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.)
- Petition for annexation** (original and 10 copies). [Annexation Petition.pdf](#)
- 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).
- 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.*

*\*This document is meant to be used as a checklist only. For a more detailed list and explanation of each of these items, please see the handout: "Submittal Requirements: Annexation and Zoning"*