



ANNEXATION CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for annexation, unless one or more items are specifically waived in writing by the Town Manager:

- The Land Use Application form provided by the Town Manager.
- A vicinity map indicating the location of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application, a brief description of the proposed annexation, and confirmation that the property is eligible for annexation in accordance with C.R.S. §§ 31-12-101, *et seq.*. If zoning is proposed concurrent with annexation, indicate the proposed zoning district.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.
- An annexation petition prepared in accordance with C.R.S. §§ 31-12-101, *et seq.*
- An Affidavit of Circulator prepared in accordance with C.R.S. §§ 31-12-101, *et seq.*
- An annexation map prepared in accordance with C.R.S. §§ 31-12-101, *et seq.*, including:
 - Boundaries of each ownership parcel within the area to be annexed.
 - Name of annexation.
 - Date, scale and North sign.
 - Location of proposed annexation site to Town's existing boundaries.
 - Boundaries of any special districts having jurisdiction over the area to be annexed.
 - The location and width of streets and utility easements either within or adjacent to the area to be annexed.
 - The location and site of nearest existing utility lines.
 - Any existing development in the area to be annexed.
 - The current source of water, sanitary sewer, and storm drainage service for the area to be annexed.
 - Proposed zoning of the area to be annexed and exact zoning boundaries.
 - A professional engineer or land surveyor's statement of preparation with stamp and signature.
- An annexation impact report prepared in accordance with C.R.S. §§ 31-12-101, *et seq.*
Note: An annexation impact report is not required for any property less than ten (10) acres in size.
- Any pre-annexation agreement(s) negotiated with the Town of Parachute.
- Legal descriptions of any water rights existing on the property proposed for annexation.