



**Land Use Application
Annexations**

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|---|
| Staff Use Only Fee Paid: _____ \$500.00 includes public hearing fee Plus actual costs Intake Date: _____ |
|---|

Owner Name: _____ Telephone: _____ Email: _____

Address: _____

Applicant Name: _____ Telephone: _____ Email: _____

Address: _____

Property Address: _____

Project Name: _____ Acres: _____ Proposed Zoning: _____

All Annexations shall comply with the requirements of Chapter 19.08 of the City of Evans Municipal Code and the Colorado Municipal Annexation Act of 1965, as amended.

SUBMITTAL CHECKLIST

The following items will need to be submitted for review of a Annexation Application.
It is recommended that the applicant speak with a City representative prior to submittal of the application.

| Applicant | Submittal | City Staff |
|------------------|---|-------------------|
| | Pre application conference completed on _____ (date) | |
| | Electronic submittal of all forms listed herein | |
| | Annexation Fee \$205.00 | |
| | Annexation Petition Must be signed by 100% of the property owners of the land being annexed. | |
| | Deposit for annexation review (TBD by the City and invoiced to applicant) | |
| | Aerial Photo of Site (site outlined) | |
| | Annexation Map (See 19.08.050 for Standards) One full size copy (24" X 36") Five 11" X 17" copies | |
| | Concept Plan (See 19.08.060 for Standards) One full size copy (24" X 36") Five 11" X 17" copies | |
| | Completed Zoning Amendment Application for the Property to be Annexed | |
| | Title Commitment Not less than 30 days old | |
| | Mailing List and Labels For all properties within 500' feet of the property w/ adjacent property owners identified (can be supplied by City for a \$25 fee) If a flagpole annexation a separate list and labels for all properties adjacent to the public right-of-way proposed to achieve contiguity | |
| | Description of Project | |
| | Statement of Community Need | |
| | Statement of Annexation Meeting all City Plans | |
| | Statement from the appropriate School District If annexation is in excess of 10 acres | |

| | | |
|-------------------------|--|--|
| | Letter from Evans Fire Protection District regarding inclusion | |
| | Draft copy of the Annexation Agreement | |
| | Water Rights Deeded to City | |
| | Annexation Impact Report (See 19.08.070 for standards) | |
| | Legal Description of the Property to be Annexed | |
| Supportive Information: | | |
| | Soil description and limitations | |
| | A statement of any known hazards and other important environmental conditions present on the property. | |
| | Preliminary Utility Plan | |
| | Affidavit concerning the amount and historical use of all water rights owned | |
| | An economic impact report describing the impacts of the annexation on City services and tax base | |
| | Floodplain information | |
| | Final Mylars (2) submitted after Council approval | |
| | Other documents (please list): | |

For City Staff Use Only

Date Submitted:

Date Reviewed: Reviewer Name: _____

Corrections Needed? Yes No

Date Returned as Incomplete to Applicant and Owner:

Date Accepted as Complete:

City Council Date (within 15 days of complete certification):

Resolution #:

Documents sent to (within 25 days of City Council acceptance of annexation petition)

Weld County _____

County Attorney _____

Greeley/Evans School District 6 _____

Evans Fire Protection District _____

USPS _____

Atmos Energy _____

Special Districts _____

Planning Commission Date:

City Council Date:

Ordinance #:

Additional Comments:

**Formal comments will be found in the L:drive under Community Development/Annexation/
(name of application)**