



## ANNEXATION SUBMITTAL REQUIREMENTS Information Sheet and Checklist

The purpose of annexation is to establish a procedure to bring land under the jurisdiction of the Town in compliance with the Colorado Municipal Annexation Act of 1965 (Act), C.R.S. §§ 31-12-101, to -123, as amended. See Chapter 30-8-102 of the Town of Berthoud Development Code.

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A complete application for annexation must contain the following:

- Complete and sign Development Review Application**
- Payment of fees (application fee, development review deposit, sign deposit)**  
See current Development Review Fee Schedule for amounts  
\*Please provide three separate checks
- Sign MOU – “Memorandum of understanding for payment of review and development expenses incurred by the Town”**
- CD or USB drive – All documents and plans must be submitted in PDF format**
- Title commitment dated no more than thirty days prior to submittal**
- Property tax statement showing prior year’s taxes due and paid receipt for all property to be annexed**
- Letter of Intent - A letter of intent to serve as a cover letter to the formal petition requesting annexation of the petitioner's property and describing any development plans for the property, if it is annexed.**
- Petition for Annexation** (signed original and 2 copies). Sample petitions are available from the Town. The petition for annexation must be signed by persons comprising more than 50% of the landowners in the area and owning more than 50% of the area. The annexation petition must include the following items:
  - A statement indicating that the requirements of State statutes have been met;
  - A statement indicating that the signers of the petition comprise more than 50% of the landowners in the area and owning more than 50% of the area;
  - The signatures and addresses of the owners, and the date of signing of each owner;
  - The affidavit of each circulator of such petition that each signature is the signature of the person whose name it purports to be;
  - A request of the town to approve the annexation as indicated;

- A statement as to why it is necessary and desirable for the town to annex the area; and
- A description of the zoning classification being requested.

- ☐ **Legal description** of the area being annexed (8½ x 11).
- ☐ **Vicinity Map** (8½ X 11) – Illustrate roads and significant natural features near the project site. Roads must be labeled so that the site can be easily found.
- ☐ **Annexation Map** (2 copies -24 X 36) The annexation map must show the boundary of the area to be annexed including the following:
  - Location of ownership tracts and platted lots, if any;
  - A written legal description of the boundaries of the area;
  - The contiguous boundary of the town next to the boundary of the area to be annexed;
  - A vicinity map showing proposed annexation and surrounding areas within 1 mile;
  - All existing structures located within the annexation area;
  - All contiguous section line county road rights-of-way must be included within the annexation; and
  - The requirements of item (6) above also apply to Colorado state highway rights-of-way.
- ☐ **Zoning Map** (2 copies -24 X 36) The zoning map must show the boundary of the area to be zoned including the following:
  - Location of ownership tracts and platted lots, if any;
  - A written legal description of the boundaries of the proposed zone(s);
  - Notations on the map of the location(s) of the proposed zone(s);
  - A vicinity map showing property and surrounding areas within 1 mile;
  - All existing structures located within the area proposed to be zoned.
- ☐ **Annexation Assessment Report** - A narrative report assessing the effect of the proposed annexation upon the community and existing services and facilities. It shall detail the need for any expansion of those services and facilities to accommodate the development proposed for the property being annexed. The narratives shall fully explain the needs, concepts and proposed solutions for each of the following:
  - a. The economic impact to the municipality of the proposed annexation;
  - b. The school impact including an estimate of the number of students to be generated by development of the property;
  - c. The anticipated sources of water, sanitary sewer and other utilities to be used to serve the property and the impact on the water and sanitary sewer systems anticipated to serve the property;
  - d. The impact on the existing transportation system;
  - e. The impact of other public services such as but not limited to: fire and emergency services, library, public health, recreation;

- f. The compatibility of the proposed development with the Berthoud Comprehensive Plan and any plan amendments that may be necessary for the proposed development;
- g. A review of existing and adjacent land uses, areas of compatibility or conflict, and possible mitigation measures that may be required for the proposed development.