



**CITY OF GREELEY
COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF PLANNING
1100 10TH STREET, SUITE 202
GREELEY, COLORADO 80631
970-350-9780**

ANNEXATION

The purpose of this guide is to provide general information about the annexation process. This guide is not intended to be all inclusive. Additional information may be requested during the application process.

<u>APPLICATION</u>	<u>FEE</u>	<u>MEETINGS/HEARINGS</u>	<u>TIME</u>
Annexation	\$750	Administrative Review Team	Within 14 days
Fire District Withdrawal	\$500	City Council Resolution	30-45 days
		Planning Commission Hearing	45-60 days
		City Council First Reading	Next Avail. Meeting
		City Council Public Hearing	Next Avail. Meeting Allowed by Statute

Annexation applications must comply with the standards and follow the processes created by state law and city code. City staff reviews the annexation application to determine if it meets statutory requirements. If the petition meets those requirements a resolution is prepared. The City Council resolution proclaims that the application meets those requirements and sets the date that they will hear the petition. Planning staff evaluates the application using the annexation criteria provided in the development code. The Planning Commission reviews the request and staff's evaluation, holds a public hearing and makes a recommendation to City Council. The City Council will hold a public hearing during the second reading of the annexation ordinance. The Council may deny, approve or table the petition until another date.

The following criterion is used to determine if an area is eligible for annexation:

1. Not less than one-sixth (1/6) of the perimeter area proposed to be annexed is contiguous with the City of Greeley;
2. A community of interest exists between the territory being proposed to be annexed and the City of Greeley;

3. The territory sought to be annexed is urban or will be urbanized in the near future;
4. The territory sought to be annexed is integrated or is integrated or is capable of being integrated with the City of Greeley.

The following criteria shall be used to evaluate annexation requests after it has been determined that the petition meets state eligibility requirements:

1. The proposed annexation is in conformance with the City's Comprehensive Plan.
2. The proposed annexation promotes geographical balance of the City's land use pattern.
3. Adequate services are or will be available to support the development expected to result from the proposed annexation.
4. The proposed annexation provides for a continual and rational boundary.
5. The proposed annexation is needed to accommodate future land use requirements.

Pre-Application Conference Information Sheet

Planner _____ Phone No. _____ Date _____

Applicant/Representative(s) _____

Type of Application _____

Location _____

Comments: _____

The following is a list of referral offices and agencies that may either be required to review the application or have an interest. The City's planner shall determine during the pre-application conference which ones are to receive plans for review and comment.

- | | |
|---|--|
| <p>_____ Current Planning</p> <p>_____ Natural Resources Planning</p> <p>_____ Neighborhood Planning</p> <p>_____ Building Inspection</p> <p>_____ PW Transportation</p> <p>_____ PW Traffic</p> <p>_____ PW Design Review</p> <p>_____ PW Drainage</p> <p>_____ PW Stormwater</p> <p>_____ PW Streets</p> <p>_____ UCFRA (Fire Prevention)</p> <p>_____ Parks Department</p> <p>_____ City Forestry Division</p> <p>_____ Water and Sewer Engineering</p> <p>_____ Water and Sewer Permitting</p> <p>_____ Police Department</p> <p>_____ Cultural Affairs Department (Historic Preservation)</p> <p>_____ City Attorney's Office</p> <p>_____ Recreation Department</p> <p>_____ City Clerk's Office</p> <p>_____ City Manager's Office</p> | <p>_____ Weld County Planning</p> <p>_____ City of Evans</p> <p>_____ Greeley-Weld County Airport</p> <p>_____ Public School Districts</p> <p>_____ Colorado Department of Transportation</p> <p>_____ Colorado Department of Natural Resources</p> <p>_____ Colorado State Engineer</p> <p>_____ Colorado Division of Wildlife</p> <p>_____ Atmos Energy (Natural Gas)</p> <p>_____ Qwest Telecommunications</p> <p>_____ Xcel Energy</p> <p>_____ Poudre Valley REA</p> <p>_____ Rail Road</p> <p>_____ Irrigation and Ditch Companies</p> <p>_____ Comcast Cable</p> <p>_____ Northern Colorado Water Conservancy District</p> <p>_____ U.S. Army Corps of Engineers</p> <p>_____ Other interested agencies & offices</p> |
|---|--|

_____ Total

**ANNEXATION SUBMITTAL CHECKLIST
AND PROCEDURAL FLOWCHART**

Pre-application Conference _____ Date _____ Planner _____

SUBMITTED

REQUIREMENTS

Application Form and Required Fees.

Pre-Application Conference Information Sheet.

Petition for Annexation. The petition shall be signed by persons comprising more than fifty (50) percent of the landowners in the area to be annexed and owning more than fifty (50) percent of the land area.

Affidavit of Circulator. Signed and notarized affidavit.

Exhibit A. Typed legal description (8 1/2" x 11") and on a diskette/ cd (Word or WordPerfect format) of the area of annexation as it appears on the annexation plat including the identification of the person responsible for preparing it.

Annexation Information Sheet. This information sheet must be completed and is attached to the petition. Additional sheets may be attached.

Narrative. Statement addressing the following:

- a. Conformance with the City's Comprehensive Plan;
- b. Intent to include the property in the Northern Colorado Water Conservancy District and Subdistrict; and
- c. Information on ecological or land use conditions which may be hazardous including oil and gas operations, dumps and landfills, underground storage tanks, steep slopes, wetlands, irrigation ditches, bodies of water and flood areas;



Annexation Plat. _____ copies (applicable number of copies 24" x 36" size and one copy 11" x 17" size) of a plat showing the boundary of the area proposed to be annexed and including the following:

- a. Location of ownership tracts and platted lots;
- b. Written legal description of the boundaries of the area;
- c. The contiguous boundary of the City limits next to the boundary of the area proposed for annexation and boundary map showing special districts;
- d. Vicinity map showing proposed annexation and surrounding area;
- e. Title of the annexation; and
- f. Surveyor's Certificate, City Acceptance Blocks and Notary Block as provided in Appendix A of the Subdivision Regulations.



Site Analysis Map. _____ copies of a map (applicable number of copies 24" x 36" size and one copy 11" x 17" size), drawn to scale, showing the boundary of the area proposed to be annexed and including the following:

- a. Area of property in square feet and/or acres;
- b. Property boundaries and complete dimensions;
- c. Boundaries of adjacent properties;
- d. Topography at two-foot intervals;
- e. Existing rights-of-way, streets, roadways, and probable access points;
- f. Existing utilities and easements;
- g. Irrigation ditches, head gates, waste ditches;
- h. Natural drainage patterns, bodies of water, water courses, flood plains, flood way;
- i. Significant vegetation, including trees;

- j. Areas of Ecological Significance, including wetlands, steep slopes, etc.;
- k. Existing structures and land uses; and
- l. Existing oil and gas facilities and setbacks to such facilities.

Fire District Petition and Fee. A copy of the authorization to exclude the property from the existing Fire District.

Public Agreements. Copies of all agreements, including proposed annexation agreement, between the applicant and governmental entities, quasi-public entities and special districts that may affect the applicant's property, addressing such things as access, irrigation, fire protection and sanitation.

Private Agreements. Private agreements addressing topics subject to governmental approval, such as signage, oil and gas operations and building permits.

Evidence of Ownership. Copies of deed(s) and/or title insurance policies for all properties owned by the petitioner(s) included in the annexation.

ANNEXATION ROADMAP

Chapter 18.26

STEP 1

Site determined eligible for annexation.



STEP 2

Application and materials submitted for review and verified for completion. City Council considers annexation resolution and sets public hearing date.

Review time is contingent on the completeness of submittal, complexity of proposal, and current office caseload.



STEP 3

Staff prepares Annexation Impact Report and refers to county and school district as appropriate; Evaluates existing and proposed zoning and land use(s).



STEP 4

Annexation scheduled for Planning Commission hearing.



STEP 5

Planning Commission considers annexation request, staff recommendation, comments received from applicant and public and makes recommendation on annexation.



STEP 6

City Council considers annexation request, Planning Commission recommendation, comments received from applicant and public and makes decision on annexation.



NOTE: Zoning must be established within 90 days. Zoning may be concurrent with annexation process. Please see Rezoning Roadmap.

This page is a supplement to the adopted Code

PETITION FOR ANNEXATION

_____ ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF GREELEY,
COLORADO:

The undersigned, in accordance with Title 31, Article 12, Chapters 101 et. seq., Colorado Revised Statutes, 1973, as amended, hereby petition the City Council of the City of Greeley for annexation to the City of Greeley of the territory described herein and described and shown on the map designated, "_____ Annexation." The applicable number of said map (at least four) are submitted herewith and by this reference are incorporated herein. The description of the territory hereby petitioned for annexation to the City of Greeley is set forth in Exhibit A attached hereto and incorporated herein by reference.

In support of this petition, the Petitioner(s) allege(s) that:

1. It is desirable and necessary that the above-described territory be annexed to the City of Greeley.
2. The requirements of Section 31-12-104 and 31-12-105 of the Colorado Revised Statutes exist or have been met in that:
 - A. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the City of Greeley.
 - B. A community of interest exists between the territory proposed to be annexed and the City of Greeley.
 - C. The territory sought to be annexed is urban or will be urbanized in the near future.
 - D. The territory sought to be annexed is integrated or is capable of being integrated with the City of Greeley.
3. In establishing the boundaries of the territory proposed to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, has/have been divided into separate parts or parcels of real estate without the written consent of the land owner or land owners thereof, except and unless where such tracts or parcels are already separated by a dedicated street, road, or other public way.
4. In establishing the boundaries of the territory proposed to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate comprising twenty (20) acres or more which, together with the buildings and improvements situated thereon have an assessed valuation in excess of \$200,000 for ad valorem tax purposes for the year next preceding the filing of the written petition for annexation, has/have been included within the territory proposed to be annexed without the written consent of the land owner or land owners.

5. The territory proposed to be annexed does not include any area which is the same or substantially the same area in which an election for an annexation to the City of Greeley was held within the twelve months preceding the filing of this petition.
6. The territory proposed to be annexed does not include any area included in another annexation proceeding involving a city other than the City of Greeley.
7. The territory proposed to be annexed is not presently a part of any incorporated city, city and county, or town.
8. The property owned by each petitioner is described on each separate signature sheet and, when needed, described more fully in the exhibits attached hereto and incorporated herein by reference.
9. The signer(s) of this petition comprise(s) more than fifty percent (50%) of the land owners and owning more than fifty percent (50%) of the property, excluding public streets and alleys, and any land owned by the annexing municipality, and are, in fact, owners of one hundred percent (100%) of the property set forth in Exhibit A attached hereto and incorporated herein by reference.

Accompanying this petition are the original and four copies of an annexation plat map containing the following information:

- A. A written legal description of the boundaries of the area proposed to be annexed.
- B. A map showing the boundary of the area proposed to be annexed.
- C. Within the annexation boundary map, an identification of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks. Also within the boundary map, identification of any special districts the area proposed to be annexed may be part of.
- D. Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the annexing municipality and the contiguous boundary of any other municipality abutting the area proposed to be annexed.
- E. A surveyor's certificate prepared by a registered land surveyor that attests to the preparation of the map and certifies at least one-sixth (1/6) contiguity to the City of Greeley.
- F. Acceptance block describing the acceptance action of the City of Greeley in form and substance as provided in Appendix A of the Subdivision Regulations of the

City of Greeley and providing for the effective date and City Clerk and Mayor attest signatures.

- 10. Except as otherwise provided, no part of the territory sought to be annexed is more than three miles from a point on the municipal boundary, as such was established more than one year before this annexation will become effective.

- 11. As an expressed condition of annexation, land owner(s) consent(s) to inclusion into the Northern Colorado Water Conservancy District and the municipal subdistrict pursuant to Section 37-45-136 (3.6) C.R.S. Land owner(s) acknowledge(s) that, upon inclusion into the district and subdistrict, land owner's (s') property will be subject to the same mill levies and special assessments as are levied or will be levied on other similarly situated property in the district and subdistrict at the time of inclusion of land owner's(s') lands. Land owner(s) agree(s) to waive any right to an election which may exist to require an election pursuant to Article X, Section 20, of the Colorado Constitution before the district and subdistrict can impose such mill levies and special assessments as it has the authority to impose. Land owner(s) also agree(s) to waive, upon inclusion, any right which may exist to a refund pursuant to Article X, Section 20, of the Colorado Constitution.

THEREFORE, the undersigned respectfully petition(s) and requests the City Council of the City of Greeley, to approve annexation of the territory described and referred to in Exhibit A to the City of Greeley in accordance with and pursuant to the statutes of the State of Colorado.

<u>Land Owner(s) Name(s) and Signature(s) Signing</u>	<u>Mailing Address</u>	<u>Date of</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The foregoing signature(s) was/were subscribed and sworn to before me this _____ day of _____, 20 ____, by

Witness my hand and official seal.

_____ My commission expires _____.
Notary Public

Land Owned

If necessary, attach separate sheet.

AFFIDAVIT OF CIRCULATOR

STATE OF COLORADO)
) ss.
COUNTY OF WELD)

_____ being first duly sworn, states upon oath that he/she is the circulator of the petition to which this Affidavit is attached and knows of his/her own knowledge that the signature of each land owner appearing on said petition is the signature of the person whose name it purports it to be.

(Signature of Circulator)

The foregoing Affidavit was subscribed and sworn to before me this _____ day of _____, 20____, by _____.

Witness my hand and official seal.

My commission expires _____.

Notary Public

CITY OF GREELEY ANNEXATION INFORMATION SHEET

The following information is required to process the annexation of land into the City of Greeley. This sheet must be attached to a completed annexation petition.

TO BE COMPLETED BY APPLICANT Date _____

1. Name of Annexation _____

2. Name of Property Owner(s) _____

3. Street or Road Addresses of All Properties to be Annexed (Attach separate sheet if necessary):

4. Person to Contact (Name, Address and Phone)

5. Size (in acres) _____

Sites larger than 10 acres require (as per C.R.S. 31-12-108.5, amended) an annexation impact report. The annexing body and the County Commissioners may agree to waive such report, but a letter to that effect must accompany this petition.

Check One: [] Land Owner-Initiated
 [] Municipally Owned (C.R.S. 31-12-106)
 [] Enclave (C.R.S. 31-12-106)

6. Attach a list of all special districts (including school districts) of which the territory proposed for annexation is part.

7. Attach a list of all residents (and their addresses) of the territory proposed for annexation who are not land owners.

8. Attach a description of the intended use and development of the territory proposed for annexation. Such a description should be as complete as possible and include:
 - The location of existing streets and utility lines.
 - Existing and proposed land use patterns and existing zoning.
 - Size of commercial or industrial facilities.
 - Estimated number of school students generated.
 - Number of dwelling units.

Exhibit "A"
(Legal Description)

AUTHORIZATION TO WITHDRAW FROM FIRE DISTRICT

The undersigned hereby request and authorize the City of Greeley to petition for the withdraw of territory described herein on Exhibit A from the _____ Fire Protection District upon successful annexation of the same property into the City of Greeley.

Fee \$500.00

<u>Land Owner(s) Name(s) and Signature(s)</u>	<u>Mailing Address</u>	<u>Date of Signing</u>
_____	_____	_____

Assessor's Tax ID # _____

Assessor's Parcel(s) # _____

<u>Land Owner(s) Name(s) and Signature(s)</u>	<u>Mailing Address</u>	<u>Date of Signing</u>
_____	_____	_____

Assessor's Tax ID # _____

Assessor's Parcel(s) # _____

<u>Land Owner(s) Name(s) and Signature(s)</u>	<u>Mailing Address</u>	<u>Date of Signing</u>
_____	_____	_____

Assessor's Tax ID # _____

Assessor's Parcel(s) # _____

**WELCOME TO THE
CITY OF GREELEY
ADMINISTRATIVE REVIEW TEAM (ART)**

The Administrative Review Team (ART) is made up of representatives from various City departments involved with development and land use activities within the City and its long-range planning areas. The Engineer Development Review Manager coordinates the meetings.

The ART meets on an as need basis with the time to be determined. It is an informal way to talk about technical and procedural issues affecting your proposal for development. You are given the opportunity to discuss your request and receive technical assistance from the City staff present. Other referral agencies may be invited to attend on occasion. Your attendance at this meeting is important.

All submittal information needs to be provided to the Community Development Department no later than Friday at 5:00 p.m. for a subsequent ART meeting, typically two to three weeks out, in order for staff to evaluate the proposal and prepare a staff report for the ART agenda.

TYPICAL REVIEW PROCESS

FRIDAY	MONDAY	TUESDAY
5 P.M. Deadline for Submittal.	Staff Reviews Submittal for Completeness.	Staff Reviews Submittal for Completeness.

WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY
ART Group Determines Meeting Date <i>(Typically 2 Weeks)</i>			DEPARTMENTAL REVIEWS	

WEDNESDAY	THURSDAY
Department Comments Distributed to Developer	Applicant Reviews Comments. A meeting will be scheduled with City Staff if necessary.

Staff will review submittal with applicant(s) to determine if the request is complete and able to be scheduled for the next available ART meeting. If deficient, staff will advise applicant on what is needed.

We encourage you to meet with ART before proceeding to preliminary site design and engineering studies. On informal inquiries, we need some basic items to review so that ART meetings can be constructive for everyone.

1. A cover letter fully explaining the request or proposal with contact numbers including fax numbers.
2. An accurate location map for the subject property and/or legal description.
3. A reduced conceptual or draft site plan proposal (8 ½ x 11" or 8 ½ x 14" or 11" x 17") when appropriate.
4. Site information you feel is important, such as identification of adjacent zoning and land uses.

Formal requests require compliance with checklist items provided separately to applicants (code requirements).

Please Note: The ART is only an advisory group. It does not have the authority to approve or deny any proposals, nor does it set any policy beyond its own operating procedures. Comments received at an ART meeting are also provided in a written report generated after the meeting by the Community Development Department.

Please feel free to contact the following ART participants in order to clarify information or to help you solve technical problems:

Planning Division	Brad Mueller, Planning Manager	350-9786
	Carlin Barkeen, Planner II	350-9276
	Mike Garrott, Planner II	350-9784
	Darrell Gesick, Planner I	350-9822
	Brandon Gossard, Planner I	350-9824
Engineering Design Review Division	Derek Glosson, Development Coordinator	350-9798
	Ryan Hollinshead, Staff Engineer	336-4145
	Rocky Keeth, Staff Engineer	336-4175

You may also wish to contact individuals from other agencies or utilities who are invited to contribute to the ART session. They include:

Atmos Energy	Jerry Adams	304-2075
Colorado Department of Transportation	Gloria Hice-Idler	350-2148
Public Service Company	Mel Koshio	395-1236
School District #6	Wayne Eads	348-6405
Qwest	Carson Ortega	350-2941
Comcast Cable	Justin Van Patten	534-1108/336-6013

LAND USE APPLICATION

NOTE TO APPLICANT: Please print or type all required information. This form is **NOT** the complete submittal. Additional application materials, as well as the fee, are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

CITY OF GREELEY
COMMUNITY DEVELOPMENT DEPT.
1100 10TH STREET, SUITE 202
GREELEY, CO 80631
(970) 350-9780



GENERAL INFORMATION

Name of Owner(s) _____

Complete Address _____

Telephone _____ **Fax #** _____

Applicant/Contact _____

Complete Address _____

Telephone _____ **Fax #** _____

E-mail Address _____

PROJECT INFORMATION

Type of Application _____

Project Name _____

Address/Location _____

Legal Description _____

Present Zoning _____ **Requested Action** _____

Existing Site Use(s) _____

Proposed Site Use(s) _____

Site Area (Acres or Square Feet) _____

CERTIFICATION(S)

This application must be signed by EACH owner of record or authorized officer, if a corporation; current proof of ownership, such as a warranty deed, will be requested. Corporations: Evidence of who is authorized to bind the corporation may be requested.

I/We, the owner(s), depose and state under penalties of perjury that the application and support materials provided to the City of Greeley for the identified request(s) are true and accurate. I/We am/are fully aware of all requests being made to the City of Greeley and authorize individuals or firms to represent our interest in this/these request(s).

 Name (print)

 Name (print)

 Name (print)

 Signature

 Signature

 Signature

**FOR OFFICE
 USE ONLY**

Date Received: _____ Planner: _____ Case Number: _____

Application Complete: YES NO Comments: _____

