



CHECKLIST ANNEXATION PETITION

Authority: Colorado Revised Statutes §§31-12-101 et seq.,
New Castle Municipal Code §§16.08.060 et seq.

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature _____ Date _____

The following items must be submitted to the Town Clerk:

- Development Application
- Proof of legal ownership of all property involved
- Names and addresses of all property owners, mineral owners, and lien holders of all property involved
- Petition for Annexation containing the following:
 - An allegation that it is desirable and necessary that such area be annexed to the municipality
 - An allegation that the requirements of sections 31-12-104 and 31-12-105 exist or have been met
 - An allegation that the signers of the petition comprise the landowners of more than fifty percent of the territory included in the area proposed to be annexed, exclusive of streets and alleys
 - A request that the annexing municipality approve the annexation of the area proposed to be annexed
 - The signatures of such landowners, dated within one hundred eighty (180) days prior to the date of filing the Petition for Annexation with the Clerk
 - The mailing address of each such signer
 - The legal description of the land owned by such signer
 - The date of signing of each signature
 - The affidavit of each circulator of such petition, whether consisting of one or more sheets, that each signature therein is the signature of the person whose name it purports to be
- Four (4) copies of an annexation map containing the following information:
 - A written legal description of the boundaries of the area proposed to be annexed
 - A map showing the boundary of the area proposed to be annexed
 - Within the annexation boundary map, a showing 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
 - 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

- Annexation Impact Report including:
 - A map or maps of the municipality and adjacent territory to show the following information:
 - The present and proposed boundaries of the municipality in the vicinity of the proposed annexation
 - The present streets, major trunk water mains, sewer interceptors and outfalls, other utility lines and ditches, and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation
 - The existing and proposed land use pattern in the areas to be annexed
 - A copy of any draft or final pre-annexation agreement, if available
 - A statement setting forth the plans of the municipality for extending to or otherwise providing for, within the area to be annexed, municipal services performed by or on behalf of the municipality at the time of annexation
 - A statement setting forth the method under which the municipality plans to finance the extension of the municipal services into the area to be annexed
 - A statement identifying existing districts within the area to be annexed
 - A statement on the effect of annexation upon local-public school district systems, including the estimated number of students generated and the capital construction required to educate such students

- Non-refundable Application Fee
 - Less than 5 acres: \$400.00
 - 5-35 acres: \$1,000.00
 - Over 35-100 acres: \$2,500.00
 - Over 200 acres: \$5,000.00