

ANNEXATION APPLICATION PACKET

City of Greeley Community Development Department

City of Greeley
Planning



ANNEXATIONS

Application Requirements

These Application Standards have been adopted by reference and are required and reviewed in conjunction with the City's Development Code. Please refer to the Application Checklist, Development Application, and Fee Schedule for additional information.

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 staff prepares a resolution. 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.

Eligibility Criteria for Annexations

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 capable of being integrated with the City of Greeley.

Evaluation Criteria after Determination that 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.

Submittal Requirements

- ☐ Pre-Application Meeting (Date_____ PAM_____)
- ☐ Development Application (attached)
- ☐ Application Fee (Annexation: \$1000 + 10/acre Fire District Withdrawal: \$500)
- ☐ Owner Authorization Form (attached)
- ☐ Proof of Ownership (Title Commitment or Ownership & Encumbrance Report or Copies of deed(s) and/or title insurance policies for all properties owned by the petitioner(s) included in the annexation.)
- ☐ 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. (attached)
- ☐ Affidavit of Circulator. Signed and notarized affidavit. (attached)
- ☐ Exhibit A. Typed .doc legal description (8½" x 11") 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. One (1) digital pdf copy of 24" x 36" and one (1) digital pdf 11" x 17" 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 (attached)**
Appendix A of the Subdivision Regulations
- ☐ Site Analysis Map. One (1) digital pdf copy 24" x 36" and one (1) digital pdf 11" x 17" of a map drawn to scale, showing the boundary of the area proposed to be annexed and including the following:
 - 1) Area of property in square feet and/or acres;
 - 2) Property boundaries and complete dimensions;
 - 3) Boundaries of adjacent properties;

- 4) Topography at two-foot intervals;
- 5) Existing rights-of-way, streets, roadways, and probable access points; and
- 6) Existing utilities and easements;
- 7) Irrigation ditches, head gates, waste ditches;
- 8) Natural drainage patterns, bodies of water, water courses, flood plains, flood way;
- 9) Significant vegetation, including trees;
- 10) Areas of Ecological Significance, including wetlands, steep slopes, etc.;
- 11) Existing structures and land uses; and
- 12) 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. (Attached)
- ☐ 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.
- ☐ Establishment of Zoning. (Apply for a separate application)

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.

Land Owner(s) Name(s) and Signature(s) Mailing Address Date of
Signing

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>
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_____	_____	_____

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) # _____



Development Application

1100 10th Street Greeley, CO 80631
 970-350-9780 www.greeleygov.com
Planning@greeleygov.com

Pre-Application Meeting Date: _____ Meeting Number: PAM _____															
Type of Application: _____															
Project Name: _____															
APPLICANT NAME:	ADDRESS: _____ EMAIL: _____ PHONE: _____														
OWNER(S) OF RECORD:	ADDRESS: _____ EMAIL: _____ PHONE: _____														
OWNER(S) OF RECORD:	ADDRESS: _____ EMAIL: _____ PHONE: _____														
POINT OF CONTACT:	ADDRESS: _____ EMAIL: _____ PHONE: _____ CELL: _____														
PARCEL / LOT INFORMATION															
Account Number:	_____														
Address or Cross Streets:	_____														
Legal Description:	Inside City Limits: Lot/Tract _____ Block _____ Outside City Limits: County Parcel Number: _____														
Subdivision Name & Filing No.:	_____														
Related Case Numbers: (PUD, Rezoning, and/or Plat)	_____														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">EXISTING</th> <th style="width: 50%;">PROPOSED</th> </tr> </thead> <tbody> <tr> <td>Zoning:</td> <td>_____</td> </tr> <tr> <td>Use:</td> <td>_____</td> </tr> <tr> <td>Site Area (Acres & Square Ft.):</td> <td>_____</td> </tr> <tr> <td>Floor Area Ratio (FAR):</td> <td>_____</td> </tr> <tr> <td>Density (Dwelling Units/Acre):</td> <td>_____</td> </tr> <tr> <td>Building Square Footage:</td> <td>_____</td> </tr> </tbody> </table>	EXISTING	PROPOSED	Zoning:	_____	Use:	_____	Site Area (Acres & Square Ft.):	_____	Floor Area Ratio (FAR):	_____	Density (Dwelling Units/Acre):	_____	Building Square Footage:	_____
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Building Square Footage:	_____														
<p>This application must be signed by owner(s) of record or authorized officer if a corporation. Owner(s) listed must match title work. Processing and review of this application may require the submittal of additional information, subsequent reviews, and/or meetings, as outlined in the City of Greeley Development Code and Application Manual. After three (3) months of inactivity, a reminder will be sent to applicants stating that action is required within the next thirty (30) days or the application will be closed due to inactivity.</p> <p>I hereby certify that, to the best of my knowledge, all information supplied with this application is true and accurate and authorize the applicant listed above to process the application on my behalf.</p> <p>Owner's Signature: _____ Date: _____</p>															



Owner Authorization Form

I, (We) _____ (Owner), give permission to _____

(Applicant/Agent) to apply for permits on our behalf for property located at:
_____ (Address).

Legal Description: _____ of Section _____ Township _____ Range _____

or

Subdivision Name: _____ Lot _____ Block _____

Property Owner Information

Phone: _____ Email: _____

Applicant/Agent Information

Phone: _____ Email: _____

Email and Postal Correspondence to be sent to:

- ☐ Owner
- ☐ Applicant/Agent
- ☐ Both

Additional Info: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Note: If owner is LLC/Corporation, please attach documentation authorizing representative signatures.