



Town of Mead

441 Third Street
P.O. Box 626
Mead, CO 80542

970-535-4477
www.townofmead.org

ANNEXATION TECHNICAL CRITERIA FORM

Project Name _____

Project Address and Legal Description _____

Date Submitted _____ Fees Submitted _____

Please provide the following to the Town Clerk with this checklist form. For additional information, refer to 16-8-101 through 16-8-109 of the Mead Town Code.

1. Five (5) paper copies of the complete annexation application package in D-ring binders.
2. All maps, legal descriptions and surrounding property owner information on 3 CDs.
3. Land Use Application Form, including certification of ownership.
4. Fee Agreement and Deposit.
5. Surrounding and Interested Property Ownership Report.
6. Letter of Intent to Annex.
7. Annexation Petition. The applicant shall submit a petition for annexation complying with the requirements of C.R.S. § 31-12-107. The Town's standard form petition shall be utilized. The petition shall contain the following statements:
 - An allegation that it is desirable and necessary that the area be annexed to the municipality.
 - An allegation that eligibility requirements and limitations have been met or addressed respectively.
 - An allegation that the petitioners comprise the land owners of more than fifty (50) percent of the territory included in the proposed annexation area (excluding streets and alleys).
 - A request that the annexing municipality approve the annexation.

The title shall be centered at the top of the sheet along the long dimension of each sheet shall include the name of the proposed annexation. A general legal description stating the section, township, range, 6th P.M., Town of Mead, Weld County, Colorado, shall be included under the name. On the title sheet (Sheet #1), under the general legal description, include the total acreage. Annexation names may not duplicate existing annexation names.

Example:

PINE VIEW ANNEXATION
TO THE TOWN OF MEAD, WELD COUNTY, COLORADO
A Part of the E/2 of Section 23, Township _ North,
Range __ West, __th P.M., Mead, Colorado
78.05 Acres

There shall be a title block in the lower right-hand corner, or along the right-hand margin that contains the name, address and telephone number of the land owner, the developer, and the engineer or surveyor preparing the drawing, an appropriate title for the drawing, the preparation date, sheet number, the preparer's project identification numbers, revision dates, draftsman's initials, and the electronic drawing file name (matching the AutoCAD™ drawing file provided to the Town).

Adjacent to the title block, in the lower right-hand corner, there shall be a legend block which shall include a description of lines, points and symbols, a double-headed north arrow designated as true north and a written and graphic scale.

Adjacent to the right margin, or in a column to the right of the center of the title page if the page is crowded, there shall be the Town's standard statement of ownership containing a written metes and bounds legal description of the land to be annexed (including the full width of abutting roadways not already within the Town) followed by the owner's signature block(s) and notary block(s), one for each owner or mortgagee.

Immediately following the ownership certificate, there shall be the Town's standard Surveyor's certificate, signed, dated and sealed by a licensed surveyor or engineer. Immediately following the Surveyor's certificate, there shall be the Town's standard certificate blocks for the Planning Commission and Board of Trustees. Immediately following the Board of Trustees approval certificate, there shall be the Town's standard recording certificate block for the Weld County Clerk and Recorder. The Annexation Map shall contain on its face the following certificates. Text is to be 10 pt. (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar "san serif" type. Add signature lines to the Certificate of Ownership and spaces in the Notary Certificate as necessary for multiple owners. Add additional Notary Certificates as necessary for out-of-town signatories. Remove "extra" titles and signature lines in the Certificate of Ownership and spaces in the Notary Certificate as appropriate. The certificates are to be placed in columns not more than 6 ½" in width. If multiple columns are required, separate the columns by 1". Legal descriptions are to contain a blank line separating each clause in the description.

A vicinity map that depicts the area to be annexed and the area which surrounds the proposed annexation within a two-(2) mile radius superimposed on a current USGS Topographical Map, maintaining the same scale shall be placed on the left side of annexation map, outside the boundary of the area being annexed, or on the left side of the title sheet.

The annexation map drawing shall contain the following:

- Show the outline of area to be annexed with boldest line.
- For all references, show book, page, map number, etc., and place where publicly recorded.
- Show all recorded and apparent rights-of-way lines of roads both within and without the periphery of land to be annexed; these roads are those which are adjacent, adjoining, contiguous, and/or coincident with boundary. Provide all road names, right-of-way widths at each leg of an intersection, at the point of curve and point of tangent, at dead ends and at angle points; and right-of-way lines with accurate bearings and dimensions including chord lengths and bearings, central angles and radii of all curves. Whenever the centerline of a road has been established or recorded, the date and recording information shall be shown on the Annexation Map.
- Show on the annexation map, next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the Town and the contiguous boundary of any other municipality abutting the area proposed to be annexed. A hatched boundary line shall be used to depict the boundary contiguous to the Town (example: ///////////////).
- Show section, quarter section, and other monument corners. Display ties to section corners and to the State grid, if available, which show dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 (second order) minimum for linear and angular (bearing) closure shall be required for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
- Provided a description of all monuments, both found and set, which mark the boundaries of the property and of all control monuments used in conducting the survey.
- Show the location of each ownership tract in un-platted land, and if part or all of the area is platted, the boundaries and plat numbers of plots or of lots and blocks.
- Show the names and locations of all abutting subdivisions. The locations of all abutting un-platted parcels and public lands shall be depicted and designated as such.
- The ownership identity of all mineral rights shall be designated on the map.

- Show the purpose, widths, location (with fine dashed lines) and ownership of all easements and all abutting easements, including but not limited to utility, oil and gas gathering and transmission lines and irrigation ditches (fee or prescriptive). If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. The widths of all easements and sufficient data to definitively locate the same with respect to the parcel to be annexed must be shown. All easements must be clearly labeled and identified. If an easement shown on the annexation map is of record, its recorded reference must be given.
- All lines, names and descriptions on the annexation map which do not constitute a part of the annexation shall be depicted in dashed or screened lines. Any area enclosed by the annexation, but not a part thereof, shall be labeled "Not a Part of This Annexation."
- Accurately locate 100-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams, lakes, or inlets on the affected property.
- Show clearly the length and bearing of all lines described in the written description.
- Show section numbers, quarter section quadrants, township and range lines, and label each.
- Show all lines, calls, arcs, etc., described in written description.
- Circle or place an ellipse around each location where a detail drawing will be provided, and provide designation for each detail such as "See Detail A."
- Show "Point of Beginning" in bold letters with an arrow.
- Show "True Point of Beginning" with bold letters and arrow, when appropriate.
- A map note shall indicate the total perimeter of the annexation boundary, the contiguous length to the existing Town boundary and the length representing one-sixth (1/6) of the total annexation boundary perimeter.
- Lot and block numbers if the area is already platted.
- Existing easements.

Ownership of each adjacent parcel to the annexation. An AutoCAD™ drawing file as required by the Town Engineer of the annexation map(s) and title sheets and all fonts used, shall be provided on compact disks, or by other acceptable electronic transfer. Large drawing files are to be compressed. If multiple maps are used, one drawing file must combine all the parts into one map showing the entire annexation. AutoCAD™ drawing files of each revision to the annexation map shall be provided at the time the revision is submitted to the Town.

9. Concept Plan Map. Paper copies of the concept plan map(s) shall be blue line or black line copies of the original, folded to 12" x 9" size and shall contain the following:

Show the boundary of the area to be developed;

Provide a written legal description of the area to be developed;

Show the general location of each proposed land use on the property and the percentage of the whole for each use. General location of land uses may be shown as irregular graphic shapes depicting the approximate size and relationship to adjacent land uses. A table shall be used to list densities and land use by type, including the area of each, the density of residential development and the maximum and minimum lot sizes, and the maximum square footage of commercial and industrial buildings and the maximum and minimum lot sizes;

Show existing and proposed arterial and collector streets and their relationship to the principal land uses on the site;

Show existing and proposed major utility lines or facilities and their relationship to the principal land uses on the site;

Show contour lines at ten (10) foot intervals, except when there are significant geographical features on the land and a different interval is determined to be more appropriate; and

Show significant natural or manmade features on the site and contiguous to the property, including but not limited to, bluffs, tree galleries, lakes and ponds, irrigation ditches, watercourses and wetlands.

An AutoCAD™ drawing file and any other electronic submittal, as may be required by the Town, of the concept plan map(s) and title sheets and all fonts used, shall be provided on Town approved electronic transfer formats. Large drawing files are to be compressed. If multiple maps are used, one drawing file must combine all the parts into one map showing the entire annexation. AutoCAD™ drawing files and any other electronic submittal, as may be required by the Town, of each revision to the concept plan map shall be provided at the time the revision is submitted to the Town.

10. Title Commitment. The applicant shall submit proof of ownership in the form of a current title commitment, issued by a title insurance company licensed by the State of Colorado, whose effective date shall be less than (30) thirty days prior to the date of submittal of the annexation petition.

11. Property Tax Statement. A copy of the prior year's property tax statement for all property to be annexed.

12. Annexation Impact Report. A draft annexation impact report conforming to C.R.S. § 31-12-108.5 is required for areas of ten (10) or more acres. Any deviation from the Town's standard form will require review and approval by the Town Attorney before the annexation impact report is accepted for processing by the Town. The impact report shall contain the following information:

A map or maps of the municipality and adjacent territory showing 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 irrigation and drainage ditches, and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation; and 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 for 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 (those municipal services supplied by the Town;

A statement identifying existing special districts within the area to be annexed; and

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.

13. Consistency with the Town Comprehensive Plan. The applicant is required to provide a narrative response related to the conformance of the project to the goals identified in the Comprehensive Plan.

14. Water Rights. The applicant shall provide a "Water Rights Report" for the property prepared by a qualified water engineer or water attorney detailing the water rights appurtenant to and severed from the property to be annexed and their historical use. The report must include both surface (tributary) and subsurface (non-tributary and not non-tributary groundwater). In addition the applicant shall provide a signed standard form warranty deed for the transfer of all subsurface (non-tributary) water rights to the Town.

15. Zoning of Property to Be Annexed. If zoning is requested simultaneously with annexation, the petitioner must submit a completed Zoning Application form, provide a Zoning Map for the property, a zoning amendment map amending the official zoning map and pay the application and recording fees. If zoning is not requested simultaneously with annexation, the property is required by statute to be brought under the Town's Zoning Code and Zoning Map within ninety (90) days of the completion of the annexation process.

16. Annexation Assessment Report. The application is to be accompanied by 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 be one or more paragraphs in length, and adequate to fully explain the

needs, concepts and proposed solutions for each of the following:

An assessment of the community needs for the proposed annexation and land use;

The economic impact to the municipality of the proposed annexation. This is to include an analysis of short-term and long-term municipal revenues to be generated by the development, short-term and long-term municipal expenses likely to be incurred as a result of the annexation and development, and proposals to mitigate any negative impacts;

The school impact including an estimated of the number of students to be generated by development of the property, capital construction required to educate the students, and proposals to mitigate any negative school impacts;

The impact on the existing transportation system and proposals to mitigate any negative transportation impacts upon the community (arterial and collector street improvements, intersection improvements, intersection signalization, alternative modes of transportation, etc.)

The impact of the proposed development on the existing storm drainage system and proposals to mitigate any negative drainage impacts upon the community (historic rainfall drainage patterns, detention and retention areas, storm sewer requirements, discharged irrigation ditches, floodways and floodplains, etc.).

The impact of the proposed development on the Town's Law Enforcement Agency or Police Department and proposals to mitigate any impact upon the existing police services (special security needs, additional officers required, additional equipment requirements, etc.);

The impact of the proposed development on the appropriate Fire Protection District and proposals to mitigate any impact upon the existing fire protection services (special fire hazards, fire prevention, fire detection, emergency access, additional equipment requirements, additional manpower requirements, additional fire stations, etc.);

The impact of the proposed development on the Town's park facilities and recreation programs and proposals to mitigate any impact upon the existing facilities and programs (additional facilities, additional recreation programs, additional personnel required, etc.);

The impact of the proposed development on the environment of the Town and proposals to mitigate any negative impact (identify environmentally sensitive areas, endangered species, significant habitats, etc.);

The short-term and long-term economic development potential for the property (numbers of jobs to be created, sales and use tax generation, property tax generation, utility revenue generation, incentives to be offered, etc.);

The compatibility of the proposed development with the street master plan as depicted in the Town Comprehensive Plan and proposals for mitigating any negative impact;

The compatibility of the proposed development with the Town Comprehensive Plan and any plan amendments that may be necessary for the proposed development;

The compatibility of the proposed development with the Town Land Use Code and any deviations in setbacks, space requirements, and permitted uses that may be required for the proposed development; and

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.

Letters of Support. The application is to be accompanied by letters of support indicating a commitment to serve from each special district servicing the area to be annexed. A water supply study must be prepared by a Colorado registered professional engineer or other water supply expert. The report must comply with the requirements of C.R.S. 29-20-301 through 306.

17. A draft Annexation Agreement.

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s)

Date

Applicant(s)

Date

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Application Determined Complete Date _____ By _____

Annexation Referral to Board of Trustees _____

Board of Trustees Findings of Substantial Compliance Date _____

Planning Commission Public Hearing Date _____

Board of Trustees Public Hearing Date _____

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| <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <ol style="list-style-type: none">1. Applicant submits forty-four (44) copies, of which nineteen (19) should be individually bound in D-ring binders, of the application to the Town Clerk. In addition to any hard copies required, all maps, legal descriptions and property ownership reports will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink.
2. Town Clerk to provide Notice of Public Hearing for Annexation published four successive weeks.
3. Town Clerk sends a copy of the published notice, together with a copy of the adopted Resolution and the petition as filed, shall be sent by certified mail, return receipt requested, to the Weld County Board of County Commissioners and the Weld County Attorney and any special district or school district having territory within the area to be annexed, at least (25) twenty-five days prior to the date fixed for the public hearing.
4. Town Clerk sends referrals and surrounding property owners' notifications sent no later than thirty (30) days prior to the Planning Commission Public Hearing.
5. Town Clerk sends notifications regarding "flagpole" annexations, if applicable.
6. The petitioner shall be responsible for posting the property. The petitioner shall submit a signed, notarized affidavit certifying that the property was posted on the required date and in the locations as approved by the Town. |
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7. After final passage of the annexation ordinance, the applicant shall submit four (4) mylars and one (1) paper copies of the final annexation map within thirty (30) days of the effective date of the ordinance. The Town will file one (1) mylar and one (1) paper copy of the annexation map with the original of the annexation ordinance in the office of the Town Clerk. The Town will file for recording three (3) certified copies of the annexation ordinance and annexation map with the County Clerk and Recorder. The Town shall request the Weld County Clerk to forward one (1) copy of the annexation map and ordinance to the Division of Local Government in the Colorado Department of Local Affairs and one (1) copy of the annexation map and ordinance to the Department of Revenue of the State of Colorado.