



## ANNEXATION CHECKLIST

An application for ANNEXATION shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

**PROJECT NAME:**

APPLICATION REQUIREMENTS	Applicant	Staff	N/a
Development Review Application form. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application fee. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of legal ownership in the form of a current title policy. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project narrative or Letter of Interest including: <ul style="list-style-type: none"> <li>• statement of purpose/intent</li> <li>• analysis of conformance with Comprehensive Plan/Growth Plan</li> <li>• Fiscal analysis</li> <li>• Metro District plans, if any</li> </ul> <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map (8.5 x 11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annexation petition. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annexation plat to include: Name of Annexation Scale North Arrow Vicinity Map Legal description and acreage with relation to Town monuments. Notes describing any covenants, easements, etc. Location of each ownership parcel with the name(s) of the owner(s) for all unplatted land in the proposed annexation. Shading showing contiguous boundary of the Town of Monument. Contiguity calculations Plat names of platted land adjacent to the proposed annexation Surveyor's statement and certification. Property owners certification. Certificates for: Surveyor, Owner, Town Council, Planning Director, and County Clerk & Recorder. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annexation Impact Report (if 10 acres or more) <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annexation and/or Development Agreement. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Typed legal description of the property, titled Exhibit A. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial zoning request – include request in narrative, provide arguments for conformance with comprehensive plan. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual land use plan <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will serve letters from utility, fire protection and police protection organizations <i>Comments:</i>			
Water rights and conveyance documents. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other reports, documents or information deemed necessary by Town Staff (traffic impact reports, drainage reports, wildfire mitigation reports, etc.). <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**APPLICANT INFORMATION**

Date:	Completed by:	
Phone Number	Email Address:	
Notes:		

**TO BE COMPLETED BY STAFF**

Date:	Reviewed by:	
Completeness Review:	Complete: <input type="checkbox"/>	Incomplete: <input type="checkbox"/> Conditional Complete: <input type="checkbox"/>
Notes:		