



ANNEXATION SUBMITTAL CHECKLIST

Section 18-55

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

1. **Application Form** – must be signed by landowner or be accompanied by an authorization letter.
2. **Application Fee** – refer to the application form
3. **Letter of Intent** – describing the proposal and listing contact information for the development team (planner, engineer, developer, and etcetera)
4. **Annexation Maps** – four copies (8 ½” x 11”) (Maps shall include Surveyor Stamp, signature & date. Submit signed and stamped Mylars (18” x 24”) when all issues have been addressed.
5. **Annexation Petition** – All owners must sign, date, print name, and provide mailing addresses on the Petition). Do not use white out and mark the original signed petition as “original”. No signature shall be dated more than 180 days prior to the date of filing the Petition with the City Clerk.
6. **Legal description(s)** of parcel(s) to be annexed and legal description of boundary of area to be annexed (Word format)
7. **Affidavit of Circulator** – The Affidavit of Circulator must be completed by the circulator (no owners). Insert number of pages, sign before Notary, and dated no earlier than the final owner’s signature on the Annexation Petition. Do not use white out, and mark the original signed affidavit as “original”.
8. **Title Commitment**
9. **Copy of Utility Extension Agreement (if applicable)**
10. **Annexation Information Form** – to be used in drafting of the Annexation Agreement
11. **All public and/or private agreements (if applicable)**

This is a general list of requirements. Some projects may require more or less information.

ANNEXATION MAP TO INCLUDE:

- Annexation name
- Legal description
- Vicinity map (scale: 1” = 600’)
- North arrow and graphic scale
- Surveyor’s Certificate Annexation boundaries (to include the full width of the adjacent rights-of-way, if not already annexed into the City)
- Existing City boundary (show minimum 1/6 contiguity with existing City boundary)
- Existing building footprints
- Existing environmental features (i.e. trees, utility lines, water wells, etc.)
- Existing oil and gas wells
- Floodplains
- Adjacent right-of-ways
- Major easements

The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

CITY OF THORNTON ANNEXATION INFORMATION SHEET

The following information is necessary in order to prepare documents required for the annexation of land into the City of Thornton. Please provide all information requested.

Name of Annexation: _____

Location: Section _____, Township _____, Range _____

Brief description of location: _____

(ATTACH COMPLETE LEGAL DESCRIPTION)

Size in Acres: _____ Zoning Requested: _____

Contact Person: Name: _____

Address: _____

Phone: _____

Email: _____

EXISTING CONTRACTUAL AGREEMENTS ON PROPERTY (PLEASE SPECIFY):

Utility extension policy contract (Name, Recording Information):

Annexation (Name, Recording Information):

Other – Plat, PD (Name, Recording Information):

Check One:

A) 100% of owners signed _____

B) Less than 100% of owners signed _____ % signed

School District(s): _____

Special District(s): _____

FOR OFFICE USE ONLY

REVIEW OF ABOVE INFORMATION BY: _____

DATE PETITION FILED: _____

FILING FEE PAID: _____

PETITION INFORMATION AND NOTICE SENT TO:

A) County Commissioners Date Due _____

B) County Attorney Date Due _____

C) School District(s) Date Due _____

D) Special District(s) Date Due _____

MISCELLANEOUS DATES:

Filing Deadline for Completed Packet Date _____

City Council Resolution on Petition Hearing Date _____

City Council 1st Reading Date _____

City Council 2nd Reading Date _____

ANNEXATION PROCEDURES

THE FOLLOWING PROCEDURES OUTLINE THE PROCESS FOR ANNEXING LAND TO THE CITY OF THORNTON. ZONING AND A CONCEPTUAL SITE PLAN FOR THE PROPERTY IS ESTABLISHED CONCURRENTLY WITH THE ANNEXATION.

1. Applicant obtains annexation application packet from City Development Department or at the City website by clicking on the following website link:
<https://www.thorntonco.gov/government/citydevelopment/Pages/development-applications.aspx>
2. Applicant should meet with a Planner to informally discuss the proposal. Annexation Agreements may be negotiated prior to or after submittal of the annexation application submittal.
3. Applicant submits annexation application, annexation maps, agreement, petition, and other required documents to the City Development Department.
4. The application is routed to City Departments and outside agencies for review.
5. A Neighborhood meeting is held to provide information about the proposal and gather input from the landowners in the vicinity at least 15 days prior to the required public hearing.
6. City Council adopts a resolution accepting or denying annexation petition. If petition is accepted, a hearing date is scheduled by City Council. The hearing shall be held not less than thirty days nor more than sixty days after the effective date of the resolution setting the hearing.
7. Annexation petition is routed to City Clerk and slated for City Council action on setting a public hearing date at City Council.
8. Notice of public hearing is published four times; the first notice is a minimum of 30 days prior to the public hearing date.
9. Adams County and affected special districts and school districts are notified a minimum of 25 days prior to the public hearing date.
10. City Council holds a public hearing on the annexation proposal.
11. If approved by City Council on first reading, annexation proposal is scheduled for second reading by City Council.
12. City Council holds a second reading on the annexation proposal.
13. Applicant produces a Mylar (18 inches x 24 inches) of the approved annexation map for recording.
14. Annexation Map and approval ordinance are filed with Adams County Clerk and Recorder.
15. Annexation process is complete, with annexation effective as stipulated in the recorded approval ordinance.

PETITION FOR ANNEXATION

[Project Name]

The undersigned, in accordance with Article 12, Chapter 31, C.R.S., as amended, hereby petition(s) the City Council of the City of Thornton, Colorado, for annexation to the City of Thornton of the following described unincorporated territory situate and being in the County of Adams, State of Colorado, to wit:

(LEGAL DESCRIPTION)

Exhibit A

Petitioner(s) further state(s) as follows:

- (1) That it is desirable and necessary that such area be annexed to the City of Thornton, Colorado.
- (2) That the requirements of Sections 31-12-104 and 31-12-105 of the Colorado Revised Statutes exist or have been met.
- (3) That not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous with the existing boundary of the City of Thornton, Colorado.
- (4) That a community of interest exists between the area proposed to be annexed and the City of Thornton, Colorado.
- (5) That the territory proposed to be annexed is urban or will be urbanized in the near future.
- (6) That the territory proposed to be annexed is integrated with or is capable of being integrated with the City of Thornton, Colorado.
- (7) That, 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:
 - (a) Is divided into separate parts or parcels without the written consent of the landowner(s) thereof, unless such tracts or parcels are separated by a designated street, road or other public way;
 - (b) Comprising twenty (20) acres or more which, together with the buildings and improvements situated thereon has a valuation for assessment in excess of two hundred thousand dollars (\$200,000) for ad valorem tax purposes for the year preceding the annexation is included within the territory proposed to be annexed without the written consent of the landowner(s).

(8) That in establishing the boundaries of the area proposed to be annexed, the entire width of any street or alley is included within the area annexed.

(9) That the signers of this Petition for Annexation comprise more than fifty percent (50%) of the landowners of the territory proposed to be annexed, exclusive of streets, and by their signatures have attested to the facts and agree to the conditions herein contained negating the necessity for any annexation election.

(10) That the signers of this Petition for Annexation are landowners of more than fifty percent (50%) of the area proposed to be annexed, excluding public streets and alleys.

(11) That no part of the territory proposed to be annexed is more than three (3) miles from a point on the boundary of the City of Thornton as such was established more than one year before this annexation is effective.

(12) That the territory proposed to be annexed by the City of Thornton or substantially this same area has not been the subject of an election for annexation to the City of Thornton within the preceding twelve (12) months.

(13) That the territory proposed to be annexed is located within the following special district(s) and no other(s):

[Insert Special Districts here]

(14) That the mailing address of each signer, the legal description of the landowner by each signer and the date of signing of each signature are all shown on this Petition for Annexation.

(15) That no person has signed this Petition for annexation more than one hundred eighty (180) days prior to the date of filing the Petition for Annexation with the Thornton City Clerk.

(16) That this Petition for Annexation is accompanied by four (4) prints of the annexation map containing the following information:

- (a) A written legal description of the boundaries of the territory proposed to be annexed.
- (b) A map showing the boundary of the territory proposed to be annexed, such map prepared and containing the seal of a registered engineer or land surveyor.
- (c) Within the annexation boundary map there is shown the location of each ownership tract in unplatted land, and if part or all of the area is to be platted, then the boundaries and the plat number of plots or of lots and blocks are shown.
- (d) Next to the boundary of the territory proposed to be annexed is drawn the contiguous boundary of any other municipality abutting the territory proposed to be annexed.

(17) That the area proposed to be annexed will not result in the detachment of area from any school district.

(18) That the territory proposed to be annexed is not presently a part of any incorporated city, city and county, or town.

(19) That the legal description of the land owned by each signer of this petition is set forth in Exhibit "A" attached hereto and hereby incorporated as if fully set forth herein.

(20) That upon the annexation ordinance becoming effective, all lands within the territory proposed to be annexed shall become subject to the Charter of the City of Thornton, Colorado, and all ordinances, resolutions, rules and regulations of the City of Thornton, except for general property taxes, which shall become effective January 1 of the next seceding year following passages of the annexation ordinance.

(21) That in the event an Annexation Agreement satisfactory to both the Petitioner and the City of Thornton, Colorado, is not entered into and fully executed by the Petitioner or the City on or before the date of the second reading of the ordinance to effectuate the annexation contemplated in this Petition for Annexation, the effect of which shall be as if no Petition had ever been executed and filed with the City of Thornton.

THEREFORE, the Petitioner(s) request that the City Council of the City of Thornton, Colorado, approve the annexation of the territory described herein.

Signature of Landowner

Date of Signature

Print Name: _____

Title: _____

Mailing Address: _____

Are you a resident of territory to be annexed? Yes _____ No _____

Legal Description of land owned by signer: _____

Signature of Landowner

Date of Signature

Print Name: _____

Title: _____

Mailing Address: _____

Are you a resident of territory to be annexed? Yes _____ No _____

Legal Description of land owned by signer: _____

Signature of Landowner

Date of Signature

Print Name: _____

Title: _____

Mailing Address: _____

Are you a resident of territory to be annexed? Yes _____ No _____

Legal Description of land owned by signer: _____

