



www.cityofmontrose.org

APPLICATION FOR ANNEXATION

Proposed Name of the Addition: _____

Property Owner (s): _____

Mailing Address: _____ Phone: _____

Email: _____

Agent: _____

Mailing Address: _____ Phone: _____

Email: _____

Initial Submittal Requirements:

- Filing Fee of \$ 900. This fee is not refundable.**
- 1 copy of the latest land survey, or County subdivision plat if one exists.**
- 1 copy of the deed by which title is held, and a title insurance commitment or policy which shows owner(s) of record.**
- 1 digital copy of the annexation verbal legal description, in Word or equivalent format**
- 1 digital copy of the draft annexation map**
- 2 24"x 36" paper review copies of the draft annexation map**

After a complete application is received, City legal staff will prepare the Annexation Petition for the property owner's signature.

After review and approval of the initial annexation map:

- ❑ **20 24"x 36" paper copies of the final annexation map (after review of the initial annexation map)**
- ❑ **2 24" x 36" Mylar copies of the final annexation map**
- ❑ **1 PDF and 1 Autocad copy of the final annexation map**
- ❑ **1 4"x 4" location map with labeled major streets, on 8.5" x 11" paper**
- ❑ **Annexation Agreement:** The City will develop an annexation agreement that typically addresses development topics including sewer and water service and improvements, necessary road right-of-way dedication and improvements, and highway and arterial road access points.

If more than one zoning district is requested for the annexation, the following materials are also required:

- ❑ **1 24"x 36" paper copy map of the proposed zone boundaries, providing adequate legal descriptions of all zoning districts in the submittal**
- ❑ **1 digital copy of the zoning district verbal legal description, in Word or equivalent format**
- ❑ **1 digital copy of the zoning maps (AutoCad, compatible with City GIS system)**
- ❑ **1 11" x 17" paper copy of the zoning districts**
- ❑ **1 digital copy of the legal descriptions, in Microsoft Word format**

In order to allow City staff and City Council a better opportunity to review each request for annexation, each applicant is asked to respond to the following questions where applicable. Additional information may be required as part of this application.

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Is the subject property located within: | | |
| a. The City's urban growth boundary | _____ | _____ |
| b. The sewer 201 planning area | _____ | _____ |
| c. Along a major highway | _____ | _____ |
| | | |
| 2. How will contiguity to the city limits be established? | | |
| | | |
| 3. In which water service area is the subject property located? [Tri-County, Chipeta, Menoken, City of Montrose] | | |
| | | |
| 4. What is the estimated fire flow, measured in gallons per minute? | | |
| | | |
| 5. In which sewer district is the subject property located? | | |
| | | |
| 6. What is the size of the property to be annexed, in acres? | | |

- 7. What is the current County zoning of the subject property?
- 8. What is the current use of the subject property?
- 9. What type of land use is specified in the City’s Comprehensive Plan for the subject property?
- 10. How does the proposal conform to the land use plan found in the City of Montrose Comprehensive Plan?

- 11. What is the requested zoning and planned use of the property if annexed?
 - a. If zoned residential, what is the estimated dwelling unit count at build-out?
 - b. Based on 2.5 people per unit, what is the estimated population at build-out?

12. What is the planned use of the property if it is not annexed?

13. How far (in roadway miles) is the subject property from the nearest facilities on the list below. This information can be scaled from a map, or from the City’s GIS website.

Police Station	_____	Fire Station:	_____
Elementary School:	_____	Middle School:	_____
High School:	_____	Public Park:	_____
Shopping center:	_____	Recreational Path:	_____

14. Are the previously referenced schools over or within existing capacity? [Contact the RE-1J School District]

_____ Over capacity _____ Within capacity By how much? _____

15. Describe the surrounding land uses, and whether the land uses are in the city limits, with the applicable zoning.

16. Describe how the City, and existing residents of the City, will be benefited by the annexation of the subject property.