



ANNEXATION CHECKLIST

The Annexation process provides the procedure by which land shall be brought into the jurisdiction of the Town of Keenesburg. All Annexations shall be reviewed for compliance with the Municipal Annexation Act of 1965 (CRS 31-12-101, et seq., as amended). The Annexation process is a discretionary legislative act. The City shall never be compelled to annex, unless otherwise required by state law, even if the application is found to be in compliance with the Municipal Annexation Act of 1965 and the City's Municipal Code.

Statutory Eligibility Requirements

1. At least 1/6 of the perimeter of the area proposed to be annexed is contiguous with the Town.
2. A community of interest exists between the area proposed to be annexed and the Town.
3. The area is urban or will be urbanized in the near future.
4. The area can be integrated into the utilities, services, transportation network, etc. of the Town.
5. No land will be divided into separate tracts without written consent of the landowner.
6. Annexation proceedings have not been commenced by another municipality.
7. The Annexation will not result in detachment from a school district.
8. The Annexation will not result in an outward extension of the Town's boundaries by more than three miles in any one year.
9. If a street or alley is annexed, the entire width of the right-of-way must be annexed.

Annexation Process

See the Annexation Process Chart on page 2

- Pre-application meeting with the Planning Department and Landowners for the purpose of reviewing the Town's requirements, obtaining annexation application materials, and beginning discussion of the terms of an annexation agreement.
- Application Submission (See requirements)
- The Planning Department shall review all documents submitted for completeness and accuracy. The applicant shall be notified within a reasonable time of any deficiencies and provided an opportunity to correct such deficiencies.
- Annexation Petition public hearing date. The Town Council will review the annexation petition and consider whether or not to initiate the annexation procedure and set public hearing dates for both Town Council and the Planning Commission
- Notice of the application will be sent to the surrounding property owners and published in the newspaper. In addition, the property will be posted with the information.
- Referrals agencies will be notified of the application and will be asked to review and respond.
- Planning Commission public hearing and recommendation.
- Town Council public hearing and ordinance on annexation, zoning and annexation agreement.
- Recording of annexation map, ordinance and annexation agreement.

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Annexation Process Chart

Applicant Responsibility	Step	Description	Date Completed	Town Responsibility
X	1	Preapplication with Town Staff		X
X		Verification of District Boundaries (within SE Weld County Fire District)		
X	2	Neighborhood meeting		
X	3	Application submittal		
X	4	Town Board of Trustees Hearing to accept petition & set annexation hearing must be 30 - 60 days from initial hearing (Applicant is required to attend public hearings)		X
	5	Referrals sent out as soon as petition is accepted given 21 days to respond		X
X	6	Flagpole Notification, if necessary send written notice of right to annex to all property owners adjacent to ROW "pole"		
	7	Resolution and petition sent to County Clerk and Attorney, and Special Districts 25 days before Board of Trustees hearing		X
	8	1st Newspaper Publication 30 days before hearing		X
	9	2nd Newspaper Publication		X
	10	3rd Newspaper Publication		X
	11	4th Newspaper Publication		X
	12	Impact Report sent to County 20 days before Board of Trustees hearing		X
X	13	Neighbor Notification 15 days before Board of Trustees hearing Town will provide 300ft boundary list		
X	14	Post Notice on Property 15 days before Planning Commission hearing Town will provide sign notice		
X	16	Planning Commission Hearing (Applicant is required to attend public hearings)		X
X	17	Town Board of Trustees Hearing (Applicant is required to attend public hearings)		X

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Submittal Requirements

X	Items for Submittal	Waived by Town
	1. Annexation Petition in a form provided by the Town, signed by 100 percent of the owners of the property being annexed. The petition shall contain the following:	
	a. An allegation that it is desirable and necessary that such area be annexed to the municipality;	
	b. An allegation that the eligibility requirements exist or have been met;	
	c. An allegation that the signers of the petition comprise 100% of the landowners in the area to be annexed, excluding public streets and alleys and any land owned by the annexing municipality;	
	d. A request that the Town approve the annexation of the area proposed to be annexed;	
	e. The signatures of such landowners;	
	f. The mailing address of each such signer;	
	g. The legal description of the land owned by such signer;	
	h. The date of signing of each signature; and	
	i. The affidavit of each circulator of such petition, whether consisting of one or more sheets, that each signature therein is the signature of the person whose name it purports to be.	
	2. Completed land use application	
	3. Application fees and fee deposits with signed cost agreement (cost agreement provided by town)	
	4. Annexation map (see requirements on page 4)	
	5. Completed draft annexation agreement	
	6. The following supportive annexation impact information:	
	a. Soils description and limitation.	
	b. Any known hazards and other important environmental conditions present on the property.	
	c. Preliminary utility plan.	
	d. Affidavit concerning with determination of water rights owned	
	e. Statement on community need for proposed annexation and zoning.	
	f. 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.	

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Annexation Map Requirements:

The annexation map shall contain the following information:

	1. The date of preparation, the scale and a symbol designating true north.
	2. The name of the annexation.
	3. The names, addresses and phone numbers of the applicant and the firm or person responsible for preparing the annexation map.
	4. The legal description.
	5. The contiguous boundary of the annexing municipality and the contiguous boundary of any other municipality abutting the area proposed to be annexed and the length of same.
	6. The location of each ownership tract in un-platted land and, if part or all the area is platted, the boundaries and the plat numbers of plots or of lots and blocks.
	7. Existing and proposed easements and rights-of-way.
	8. Existing and requested zoning and acreage of each requested zone.
	9. Ownership of all parcels within and adjacent to the annexation.

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