



APPLICATION PACKET ANNEXATION

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Chapter 15 Article I of the [Town of Windsor Municipal Code](#) for complete application and procedural requirements.

APPLICATION SUBMITTAL REQUIREMENTS:

1

Planning Department Checklist	Applicant Checklist	
_____	_____	Completed checklist. Items not checked are explained in the narrative
_____	_____	Completed Land Use Application (attached)
_____	_____	Application fee consistent with the Town of Windsor Fee Schedule
_____	_____	Annexation petition (example attached) and statement of community need
_____	_____	All required drawings and supportive information per the Municipal Code Windsor Municipal Code Sections 15-1-30(b), 15-1-30(c), and 15-1-30(d)
_____	_____	All submittals shall follow the Town's Submittal Requirements and File Naming Conventions available from the Planning Department

ANNEXATION MAP REQUIREMENTS:

2

Planning Department Checklist	Applicant Checklist	
_____	_____	Drawing dimensions shall be twenty-four by thirty-six (24x36) inches. All drawings shall be made with an engineer's scale, minimum scale to be one (1) inch represents one hundred (100) feet
_____	_____	Date of preparation, the scale, a symbol designating true north and zoning
_____	_____	Name of the annexation
_____	_____	Names and contact information of applicant and firm or person preparing map
_____	_____	Vicinity map
_____	_____	Legal description (<i>township, range, section, lot, block, subdivision</i>)
_____	_____	Each ownership within and adjacent to the property
_____	_____	Length and distinction of the boundary that is contiguous to the Town
_____	_____	Applicant revisions block (<i>includes fields for date, initials, description</i>)
_____	_____	Appropriate certification blocks as provided by the Planning Department
_____	_____	Existing and requested zoning and acreage of each requested zone
_____	_____	The location and dimensions of all existing and proposed easements and rights-of-way

Revised 9/7/2016



APPLICATION PACKET

LAND USE APPLICATION

1 The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to planningtechs@windsorgov.com. Staff will review the submittal and advise you of its completeness for processing.

2

APPLICATION TYPE:	SUBTYPE:
<input type="checkbox"/> Annexation	(for Major Subdivisions and Site Plans only)
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Preliminary
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Final
<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Qualified Commercial/Industrial
<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Administrative
<input type="checkbox"/> Major Subdivision	
<input type="checkbox"/> Site Plan	

Project Name*: _____

Legal Description*: _____

Address/Location*: _____

Existing Zoning: _____ **Proposed Zoning:** _____

3

OWNER:
Name(s)*: _____
Company: _____
Address*: _____
Phone #*: _____ Email*: _____

APPLICANT (Owner or Owner's Representative):
Name*: _____
Company: _____
Address*: _____
Phone #*: _____ Email*: _____

AUTHORIZED REPRESENTATIVE:
Name: _____
Company: _____
Address: _____
Phone #: _____ Email: _____

4 All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature: _____ **Date:** _____
(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: _____ *Required fields

ANNEXATION PETITION
C.R.S. 31-12-107(1)

(I, We) the landowner(s) of more than 50% of the territory, excluding public streets and alleys, described as ... *insert your legal description here* ... containing ____ acres more or less, allege the following to be true and correct:

The perimeter of the proposed annexation has a distance of _____ feet, of which _____ feet are contiguous to the existing TOWN limits of the TOWN OF WINDSOR. A minimum of 1/6 of the perimeter of the proposed annexation is contiguous to the TOWN OF WINDSOR.

We further allege:

1. It is desirable and necessary that said territory be annexed to the TOWN OF WINDSOR.
2. A community of interest exists between the said territory and the TOWN OF WINDSOR.
3. Said territory is urban or will be urbanized in the near future.
4. Said territory is integrated or capable of being integrated with the TOWN OF WINDSOR.
5. No land held in identical ownership is divided into separate parcels unless the owner of said tract has consented in writing or joins in this Petition.
6. No land held in identical ownership comprises 20 acres and together with improvements had an assessed valuation in excess of \$200,000.00 in the year preceding the filing of this Petition.
7. No proceedings for annexation of the territory have been commenced for annexation to another municipality.
8. The signers hereof comprise the landowners of more than 50% of the territory proposed to be annexed exclusive of streets and alleys, and are in fact owners of 100% of the hereinafter described property.

Therefore, the undersigned hereby request that the TOWN OF WINDSOR approve the annexation of the area described above and do herewith pay the required fees.

In addition to the annexation, the undersigned request the zoning of _____ for the above described property.

Date	Owners Signature	Mailing Address
_____	_____	_____
_____	_____	_____