

Development Review Guide

Annexation Applications



1

Preliminary Research

- Introduce yourself to how the Town's development review works.
- Review this guide, Windsor Municipal Code, and applicable State Statutes;
 - Contact Planning staff to answer questions about processes.

then

Submit a Concept Review Application
(Optional, but highly recommended)
Meet with DRC staff to review your proposal. This step will help you prepare your formal development review submittal. Meet with GIS (REQUIRED) to understand digital submittal requirements.

2

Submit New Application

- A complete application
- Application fees
- All required plans and documents

**Plans cannot be reviewed by Town staff and outside referral agencies until Step 3 is completed, per State Statutes.*

3

Town Board – Resolution Initiating Annexation Proceedings *(per State Statutes)*

The Town Board will review the intent to annex and annexation petition.

**Town Board meets every 2nd and 4th Monday of the month.*

**If the resolution is approved by the Town Board, proceed to the next step.*

4

Staff Review

- Plans are reviewed by Town staff and outside referral agencies.

or

Submit Revisions

- All requested plans and documents
- *Revised plans and documents are reviewed by Town staff.*

plus

Neighborhood Meeting

Applicant is required to hold a neighborhood meeting not less than 15 days prior to initial public hearing

5

Attend DRC Meeting *(as necessary)*

Following the first round of review, staff meets with the applicant to discuss staff comments and questions the applicant may have. Staff will also discuss next steps and outline the remaining processes.

then

Make Revisions

Revise your project to address comments from staff. Go back to Step 4 and submit revisions. Once directed by staff, proceed to Step 6.

6

Draft Development Agreement (DA)

Applicant submits to the Town a legal description exhibit. Staff prepares draft agreement for review by applicant.

then

Sign Development Agreement (DA)

Town Attorney will send the applicant a final DA in PDF format to sign and return to the project planner.

7

Town Board – Resolution Establishing Public Hearing Dates

- The Town Board will review the proposed public hearing dates presented by staff.

**If the resolution is approved by the Town Board, staff will complete notices to taxing entities and publish notice in newspaper; Statute requires a legal ad to run for four consecutive weeks, leading up to the public hearings. Applicant is responsible for mailing public hearing notices to surrounding property owners.*

8

Planning Commission and Town Board Public Hearings and Action

- The Planning Commission will hold a public hearing and provide their recommendation to the Town Board.
- The Town Board will hold a public hearing, take action on the Findings of Fact Resolution, and take action on 1st Reading of the Annexation Ordinance.
- The Town Board will hold a second meeting for 2nd Reading of the Annexation Ordinance, then take action on the Annexation Agreement Resolution.

**Planning Commission meets every 1st and 3rd Wednesday of the month.*

9

Record Final Annexation Plat and DA

Applicant submits plat in PDF format with completed signatures. Planning staff collects all internal Town signatures, then records plat, ordinance and DA with county clerk and recorder. Staff sends invoice of recordation fees to applicant.

Congratulations!

Your project has completed Development Review.

**Note: Master Plan, Subdivision and Site Plan Development Review Guides are available on the Town's website; see [Planning website](#).*

Acronyms:

DRC – Development Review Committee (staff from Planning, Engineering, Parks, Fire, Building and Economic Development)
DA – Development Agreement