



## APPLICATION FOR ANNEXATION

It is the applicant's responsibility to submit the required materials. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable. All application materials should be submitted in digital format only. Please email application materials to [planningmail@cityofmontrose.org](mailto:planningmail@cityofmontrose.org). Large files may be shared via Dropbox or Google Drive.

**Please contact Planning Services at (970) 240-1407 for assistance.**

**PROPOSED NAME OF THE ADDITION:** \_\_\_\_\_

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME:	NAME:
MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

## **INITIAL REQUIRED APPLICATION MATERIALS**

- \$900 non-refundable application fee (check, credit card, cash)
- Latest land survey, or County subdivision plat if one exists (PDF)
- Recorded warranty deed(s) with legal descriptions (PDF)
- Title policy dated within 90 days of application (PDF)
- Annexation legal description (Word)
- Draft annexation map (PDF & DWG)

### Maps must include:

- Name of Addition
- Date, a north arrow, and a scale (no less than 1" = 100') in title box at lower right-hand corner
- 4" x 4" vicinity map showing general location of the project
- Location of all monuments
- Layout of all lots, building lines, dimensions, lot areas, lot numbers/letters
- 2 references to city gps coordinates
- Location and ownership of existing and proposed watercourses
- Boundaries of 100-year flood, floodway, and base flood elevation data
- Label street names for all existing and proposed streets
- Certificates as necessary (including but not limited to the following)
  - Certificate of Dedication and Ownership
  - Surveyors Certificate
  - Attorney Certificate
  - Certificate of Recording
  - Approval of City Manager
  - Approval of City Attorney

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**

- 2 - 24" x 36" Mylar copies of the final annexation map
- PDF & DWG copy of the final annexation map
- 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, park dedications, and highway and arterial road access points.

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

- Map of the proposed zone boundaries, providing adequate legal descriptions of all zoning districts in the submittal (PDF and DWG)
- Zoning district verbal legal description, in Word or equivalent 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 issue areas where applicable. Additional information may be required as part of this application.

- |  |                   |                  |
|--|-------------------|------------------|
| 1. Is the subject property located within: | <b><u>Yes</u></b> | <b><u>No</u></b> |
| a. The City’s urban growth boundary        | _____             | _____            |
| b. The sewer 201 planning area             | _____             | _____            |
| c. Along a major highway                   | _____             | _____            |

2. Contiguity with existing city limits:

3. Water service area: [Tri-County, Chipeta, Menoken, City of Montrose]

4. Estimated fire flow, measured in gallons per minute?

5. Sewer district: [City of Montrose, West Montrose Sanitation District]

6. Size of annexation:

7. Current County zoning:

8. Current Use:

9. City Comprehensive Plan designation for the property:

10. Conformance with City Comprehensive Plan:

11. Requested zoning and planned use of the property if annexed:

a. Estimated dwelling unit count at build-out:

b. Estimated population at build-out, at 2.25 persons per dwelling unit:

12. Planned use if annexation does not occur:

13. Distance from the subject property to 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. Applicant is responsible to contact the RE-1J School District and ask which of the below applies:

\_\_\_ 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:

**IMPORTANT NOTES**

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By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible. Owner hereby consents to allow City of Montrose employees reasonable access to said property in this application to conduct necessary site visits for application review.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's or Representative's Signature

\_\_\_\_\_  
Date