



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
 124 10th STREET
 P.O. BOX 775088
 STEAMBOAT SPRINGS, COLORADO 80477
 (970) 879-2060

SUBMITTAL REQUIREMENTS FORM

The following submittal requirements must accompany a completed Application Form.

If there are any discrepancies between these submittal requirements and the submittal requirements listed in the CDC, the submittal requirements in the CDC shall prevail.

ANNEXATION

_____ **Petition for Annexation.** The petition shall be signed by persons comprising more than fifty (50) percent of the landowners in the annexation area and more than fifty (50) percent of the land area included in the annexation area.

_____ **Application.** A completed application form as provided by the Director.

_____ **Fee.** The appropriate fee as adopted by City of Steamboat Springs Resolution.

_____ **Proof of Ownership.** Proof of ownership in the form of a Routt County Assessor printout in conjunction with a notarized affidavit stating the owner of the property. Where the owner of the property is an entity, it must be stated who the owners/managers of the entity are i.e. officers, directors and shareholders of corporations, managers and members of LLCs, general and limited partners for limited partnership, partners in partnerships. In instances where the applicant is not the owner of the property, an authorization from the owner for the non-owner applicant to proceed must be included with the above-referenced proof of ownership. Subsequent applications for the same development proposal may submit a signed affidavit, together with the previous submitted proof of ownership, signifying ownership has not been altered in any manner.

_____ **Public Notice.** With your application, provide the required information to satisfy public notice requirements. Public Notice shall be performed in accordance with Sections 26-42 and 26-51 of the CDC. Notice shall include Surrounding Property Owner Notice, Newspaper Publication, Property Posting, and Website Publication.

- Surrounding Property Owner (SPO) notice. Utilize the map and list provided by the Planning Department to identify surrounding property owners. SPO notice shall be mailed no less than 14 days prior to public hearing. The applicant shall submit a signed affidavit to the Planning Department no less than 7 days prior to public hearing. A blank affidavit form is available at the Department of Planning and Community Development.
- Property Posting. The property shall be posted for 10 consecutive days prior to public hearing. A signed notification affidavit is necessary for each property posting.

_____ **Statement of Pre-Existing Vested Rights.** When a property is encumbered with pre-existing vested property rights, these rights must be disclosed and substantiated with documentation as a part of the Annexation application.

_____ **Pre-annexation Agreement.** Include the required information to inform a subsequent pre-annexation agreement per Section 26-63(e).

_____ **Annexation Plat.** A complete Annexation Plat with the following format and information shall be submitted.

Format. The format of Annexation Plats shall be initially submitted as an entirely legible blue-line capable of reproduction, with a scale of no less than one inch equals forty feet (1"=40') on twenty-four inch by thirty-six inch (24"x36") pages. If multiple pages are

provided, there shall be an index placed on the first page for reference. The smallest font to be used on an Annexation Plat is a ten point (10 pt) equivalent.

When an Annexation Plat has been reviewed and approved, the applicant shall provide an entirely legible, reproducible copy of such Annexation Plat as approved in black ink or photographic reproduction on four-mil thickness mylar.

A larger or smaller scale, different paper size, font or medium may be used with prior written approval of the Director.

_____ **Digital Information.** When an Annexation Plat has been approved, a digital copy of such information shall be provided in the specific format requested by the Geographical Information Systems (GIS) Department. Where digital information is not available, hard copy information shall be entered into the City database manually by the GIS Department.

_____ **Contents.** All Annexation Plats shall contain the following information unless specifically waived in writing by the Director. The applicant is encouraged to provide additional relevant information.

_____ **Section One, Cover Sheet**

Title. A title with the following language:

ANNEXATION PLAT
For
(Legal Description)

If the legal description is too lengthy for the title block, such legal description shall be clearly labeled as an exhibit and included as part of the Annexation Plat.

_____ **Vicinity Map.** A vicinity map with an arrow indicating north at a scale of not less than one inch equals one thousand feet (_____ 1 with the public street(s) closest to the property graphically depicted and clearly labeled.

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_____ **Signature Blocks.** Signature blocks for the following:

- _____ Property Owner (Name, address and signature);
- _____ Applicant (Name, address and signature only if different than Property Owner);
- _____ Person Responsible for preparation of the Annexation Plat (Name, address and signature);
- _____ City Council President or Designee (Signature only).
- _____ Recording Certificate. A recording certificate per the requirements of the Routt County Clerk and Recorder's Office as amended from time to time.

_____ **Recording Certificate.** A recording certificate per the requirements of the county clerk & recorder's office as amended from time to time.

_____ **Section Two, Existing Conditions Plan.** An existing conditions plan that shows the following:

- _____ Perimeter outline of the subject site. The contiguous boundary of the City shall be shown next to the boundary of the area proposed for annexation.
- _____ The location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, and fences located on the subject site or on adjacent properties. The Director may require the location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, and fences located within one hundred (100) feet of the site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts.
- _____ Location and size of existing sanitary and storm sewer mains, water mains, culverts, dry utilities and other underground structures on site or on adjacent properties. The Director may require location and size of existing sanitary and storm sewer mains, water mains, culverts, dry utilities and other underground structures within one hundred (100) feet of the site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts.
- _____ Culverts and other underground structures within the site, or contributing to the site.
- _____ Centerline, edge of pavement and width of right-of-way or easement, for all internal or adjacent public and private streets.
- _____ The location and size, if applicable, of property lines, existing easements, railroad right-of-way, water courses, irrigation ditches, gas and oil wells and leases on the site or on adjacent properties. The Director may require the location and size, if applicable, of property lines, existing easements, railroad right-of-way, water courses, irrigation ditches, gas and oil wells and leases within one hundred (100) feet of the site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts.

- _____ High water line for water courses, limits of one-hundred year floodplain, and perimeter of existing wetlands.
- _____ Other natural features of the site including predominate vegetative cover, outline of major tree stands, and rock outcroppings. Trees exceeding one foot in caliper shall be specifically identified; and existing topography with two (2) foot contours.

END