



Date Received:

**Town of Lyons**  
**Community Development Department**  
432 5th Ave.  
Lyons, CO 80540  
(303)823-6622  
communitydevelopment@townoflyons.com

## ANNEXATION SUBMISSION CHECKLIST

(LMC 15-1-120)

<b>APPLICANT NAME:</b>	<b>DATE:</b>
<b>PROJECT ADDRESS:</b>	
<b>APPLICANT PHONE:</b>	<b>APPLICANT EMAIL:</b>

If you are submitting this form to Town Staff, you should have already held a **pre-application conference** during which you discussed your annexation proposal and any special conditions related to it and also received an annexation petition.

The following checklist includes all of the submission materials required for your application. Please submit both a physical copy and a digital copy in PDF format of all application materials.

### INSTRUCTIONS:

- Check the “Included” box for each submission requirement to indicate it is included in your submitted Application Package. Then, write in the title of the submitted document the requirement can be found in and the page #.

### ANNEXATION APPLICATION (Lyons Municipal Code 15-1-120)

INCLUDED	REQUIREMENT	SUBMISSION DOCUMENT AND PAGE #
<input type="checkbox"/>	<b>(1) Land Use Application Form</b> (Original signed form)	
<input type="checkbox"/>	<b>(2) Application Fee and Fee Agreement</b> (Submit check along with original signed agreement)	
<input type="checkbox"/>	<b>(3) Letter of Intent and Statement of Community Need</b> (A cover letter for the annexation petition that introduces the applicant to the Board of Trustees, request annexation of the petitioner's property, describes how the community will benefit from the proposed annexation, explains what zoning is requested, and details development plans for the property if applicable)	
<input type="checkbox"/>	<b>(4) Annexation Petition</b>	
<input type="checkbox"/>	<b>(5) This form, completed</b>	
<input type="checkbox"/>	<b>(6) Annexation Map, Including the Following:</b> (With a scale that conveys the detailed survey, on a reproduceable medium with outer dimensions 24x36 inches)	
<input type="checkbox"/>	(a) Date of preparation, scale, true north symbol	
<input type="checkbox"/>	(b) Name of the annexation	
<input type="checkbox"/>	(c) Names and addresses of the applicant and the firm or person responsible for preparing the annexation map	
<input type="checkbox"/>	(d) Written legal description	



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<b>INCLUDED</b>	<b>REQUIREMENT</b>	<b>SUBMISSION DOCUMENT AND PAGE #</b>
<input type="checkbox"/>	(e) Vicinity map	
<input type="checkbox"/>	(f) Section, quarter-section, and other monument corners and a description of all monuments that mark the property boundaries and all control monuments	
<input type="checkbox"/>	(g) Lot and block numbers (if the area is already platted)	
<input type="checkbox"/>	(h) The purpose, width, location, and ownership of all existing and proposed easements and rights-of-way	
<input type="checkbox"/>	(i) Existing and requested zoning and acreage of each requested zoning	
<input type="checkbox"/>	(j) Ownership of all parcels within and adjacent to the annexation	
<input type="checkbox"/>	(k) A map note that indicates the total perimeter of the annexation boundary, the contiguous length to the existing Town boundary, and the length representing one-sixth (1/6) of the total annexation boundary perimeter	
<input type="checkbox"/>	(l) Certification blocks for the surveyor, petitioner, Planning and Community Development Commission, Board of Trustees, and any other certifications that the Town Staff deems appropriate	
<input type="checkbox"/>	<b>(7) Annexation Map Land Surveying Standards Checklist</b>	
<input type="checkbox"/>	<b>(8) Concept Plan, Including the Following:</b> (All concept plans should be made with an engineer's scale, minimum scale of 1" = 100', made on reproducible medium with outer dimensions of 24x36")	
<input type="checkbox"/>	(a) Date of preparation, scale, and true north symbol	
<input type="checkbox"/>	(b) Name of the annexation	
<input type="checkbox"/>	(c) Names, addresses, and phone numbers of the applicant and the firm or person responsible for preparing the concept plan	
<input type="checkbox"/>	(d) Boundary of the property	
<input type="checkbox"/>	(e) Existing and proposed easements and rights-of-way	
<input type="checkbox"/>	(f) Block numbers and lot numbers with approximate dimensions (if known)	
<input type="checkbox"/>	(g) Location and approximate acreage of proposed land uses, including open space and public sites to be dedicated	
<input type="checkbox"/>	(h) Existing watercourses with adequate easements for flood control	
<input type="checkbox"/>	(i) Land use table that includes land uses, approximate acreage of each land use, percentage of each land use, proposed density or floor area ratio and proposed number of dwelling units	
<input type="checkbox"/>	(j) Significant natural or manmade features on the site, such as bluffs, trees, ditches, and wetlands	



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<input type="checkbox"/>	(k) USGS topographic contours	
<input type="checkbox"/>	(l) Proposed zoning	
<input type="checkbox"/>	<b>(9) Description of Soil Types and Their Limitations</b>	
<input type="checkbox"/>	<b>(10) Proof of Ownership Report</b> (Report must have effective date less than 30 days prior to date of submittal of annexation petition)	
<input type="checkbox"/>	<b>(11) Mailing Lists and Envelopes</b> (2 sets of stamped, addressed, certified (return receipt requested) envelopes. The envelopes shall have the Town's address as the return address and shall be addressed to the property owners within three hundred (300) feet of the property, mineral interest owners of record, mineral and oil and gas lessees for the property, and the appropriate referral agencies (including Boulder County, Special Districts, and irrigation ditch companies).)	
<input type="checkbox"/>	<b>(11.1) Mineral Estate Notice Form</b>	
<input type="checkbox"/>	<b>(12) Description of Consistency with Comprehensive Plan</b> (Discuss specific goals, policies, and strategies set in the comprehensive plan)	
<input type="checkbox"/>	<b>(13) Water Rights</b> (A water rights report for the property prepared by a qualified water engineer or water attorney detailing the water rights appurtenant to and severed from the property to be annexed and their historical use. The report must include both surface and subsurface (tributary and non-tributary groundwater). In addition, provide a deed transferring all subsurface (non-tributary) water rights (e.g., Laramie-Fox Hills aquifer) to the Town as authorized by Article 90 of Title 37, C.R.S.)	
<input type="checkbox"/>	<b>(14) Zoning of Property to Be Annexed</b> (Applicant must be requested simultaneously with annexation – Submit a completed zoning application form and zoning map)	
<input type="checkbox"/>	<b>(15) Current Property Tax Statement</b>	
<input type="checkbox"/>	<b>(16) Vicinity Map with a Radius of 1.5 Miles</b> (Minimum scale of 1" = 2,000' and size of 8.5x11")	
<input type="checkbox"/>	<b>(17) School District Impact</b> (For all annexations in excess of ten (10) acres, the applicant shall obtain from the school district governing the area to be annexed a statement of the effect of the annexation upon the school district, including an estimate of the number of students generated by the proposed annexation and the capital construction required to educate such students.)	



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<b>INCLUDED</b>	<b>REQUIREMENT</b>	<b>SUBMISSION DOCUMENT AND PAGE #</b>
<input type="checkbox"/>	<b>(18) Annexation Impact Report, Including the Following:</b> (The Town shall review the impact report prepared by the applicant regarding the proposed annexation not less than 25 days before the date of the annexation hearing. The Town Clerk must file this report within 5 days after the report is prepared  If the annexation includes a flagpole, the annexation impact report must consider the parcels that abut such platted street or alley, public or private right-of-way, public or private transportation right-of-way or area, or lake, reservoir, stream or other natural or artificial waterway.)	
<input type="checkbox"/>	1. A map of the Town and adjacent territory showing the following information: <ol style="list-style-type: none"><li>a) The present and proposed boundaries of the Town in the vicinity of the proposed annexation.</li><li>b) The present streets, major trunk water lines, sewer interceptors and outfalls, other utility lines and ditches and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation.</li><li>c) The existing and proposed land use pattern in the areas to be annexed.</li></ol>	
<input type="checkbox"/>	2. A copy of any draft or final pre-annexation agreement, if available	
<input type="checkbox"/>	3. A Statement of the Town's plans for extending or providing municipal services within the area to be annexed	
<input type="checkbox"/>	4. A statement of the Town's plans for the financing of municipal services to be extended into the area to be annexed and an estimate of any incremental costs to the Town for providing these services	
<input type="checkbox"/>	5. A statement identifying all existing districts within the area to be annexed	
<input type="checkbox"/>	6. A statement of the effect of the annexation upon the school district governing the area to be annexed, including the estimated number of students generated and the capital construction required to educate such students	
<input type="checkbox"/>	7. A statement of the impact of the proposed development on the environment of the Town and proposals to mitigate any negative impact	
<input type="checkbox"/>	<b>(19) Electronic Copy of Application Package (PDF format)</b>	



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<b>TOWN STAFF ACTION – ANNEXATION APPLICATION</b>		
REVIEWER(S):	DATE:	
COMPLETENESS CHECK OR APPROVAL:		
<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Substantially Complete
COMMENTS:		
SIGNATURE OF AUTHORIZED STAFF REPRESENTATIVE:		