



2017 ANNEXATION CHECKLIST AND SCHEDULE

Case Name: _____ **Submitted By:** _____

Case Number: _____ **Phone:** _____

Annexation/Zoning (0-1 Acre)	\$739.00
Additional per Acre (1+ to 5 Acres)	\$ 76.00
Additional per Acre (Over 5 Acres)	\$ 32.00

TASKS IN THE PROCESS	DATE / INITIAL
Petition Submitted	
Application Routed to Staff and Review deadline	
Resolution # _____ drafted for Council packet	
Date of Council Meeting to accept petition with the Resolution for Substantial Compliance and set the first Public Hearing for _____	
Clerk Files Public Notice With Newspaper	
First Publication	
Second Publication	
Third Publication	
Fourth Publication	
Impact Report Drafted (if necessary)	
Annexation Agreement Drafted (if necessary)	
Send to Teller County – Petition, Res., Public Notice, Impact Rpt	
Send to School District – Petition, Res., Public Notice, Impact Rpt	
Send to Fire District – Petition, Res., Public Notice, Impact Rpt	
Send to Library District – Petition, Res., Public Notice, Impact Rpt	
Letters to surrounding property owners	
Posting property (15 days prior to Hearing)	
FIRST PUBLIC HEARING	
Resolution # _____ Setting Forth the Findings of Fact	
Impact Report included in packet	
Ordinance # _____ - First Reading	
Annexation Agreement finalized	
SECOND PUBLIC HEARING	
Second Reading of Ordinance # _____ Public Hearing	
Annexation Agreement acted upon (if necessary)	
Clerk Files Ordinance w/ Newspaper	
Annexation Effective (one week after Publication)	
Record Ordinance, Agreement & Plat	
County Clerk sends to DOLA and Dept of Revenue	
City Limits Map updated	

NOTES

ZONING – must be completed within 90 days of effective date **BY:** _____ -

<u>TASKS IN THE PROCESS</u>	<u>DATE / INITIAL</u>
Request Submitted	
Valid Development Application determined and letter sent	
Application Routed to Staff and Review deadline	
Letters to surrounding property owners	
Posting property (15 days prior to Hearing)	
Ordinance # ___ drafted for Planning Commission packet	
PLANNING COMMISSION PUBLIC HEARING	
Date of Council meeting for first reading of Zoning Ordinance	
Clerk Files Public Hearing w/ Newspaper	
City Council meeting for second reading PUBLIC HEARING.	
Clerk Files Notice With Newspaper	
Annexation Effective (one week after Publication)	
Record Ordinance	
Amend Zoning Map	

NOTES
