City of Lafayette

ANNEXATION REVIEW Application Form **Community Development Department**

An application must be received at least 30 days prior to the Planning Commission meeting.

Applicant_____ Date Filed: _____
Address_____ Amount Paid: _____
Phone_____ File Number: _____
Fax: _____ E-mail _____

Date of First Pre-Application Conference _____	Fee Paid _____
Date of Second Pre-Application Conference _____	Fee Paid _____

Required information to be submitted with this form:

1. Petition for annexation signed by legal owners of the property within the area proposed for annexation.
2. Legal description of property requesting annexation.
3. 20 copies of annexation plan, folded, including required signature blocks for property owners, City of Lafayette, and Boulder County unless otherwise specified in the pre-application conference.
4. Submission shall include a JPEG image, an optimized PDF, and an 11" x 17" copy of each drawing.
5. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing public notices or postage.
6. Mailing labels and funds for first class postage for all property owners within 750' of the boundaries of the property requesting annexation and a list and map of those owners.
7. Certification of Mineral Interest Notice completed. (See page 2 of this application.) to be sent 30 days prior to the public hearing before the Planning Commission.
8. Copies of the neighborhood meeting sign-in sheets as well as comment cards received by the applicant at the neighborhood meeting shall be submitted per Section 26-16-3(b).

Complete the following:

1. Location of property requesting annexation _____
2. Current zoning of property _____
3. Proposed zoning of property _____
4. Zoning of surrounding properties: north _____
   south _____
   east _____
   west _____
5. Justification for requested zoning _____
6. Proposed and exiting uses of property_____

Pre-application conference(s) with the community development director or director's representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

An annexation requires a public hearing with the Planning Commission and City Council. If the request is approved by the Planning Commission, it will be forwarded to the City Council for a public hearing at the first available meeting. If approved by the City Council, two readings of an ordinance will be required the City Council.

The City will post your property and send letters to property owners within 750 feet of your property ten (10) days prior to the scheduled meeting dates.

The applicant or a duly authorized representative must be present at any and all public meetings to answer any questions raised by the Planning Commission or the general public.

I hereby certify that I am the legal owner(s) of the above-described property; that I desire to apply for annexation to the City of Lafayette and zoning of my property to _____; and that the information contained herein is true and accurate to the best of my knowledge.

_____

_____ _____
Owner/Applicant Signature(s) Date

Costs of Legal Notice in the Newspaper are paid by the Applicant

CERTIFICATION OF NOTICE PURSUANT TO C.R.S. 24-65.5-103

The undersigned do(es) hereby certify that an examination of the records in the office of the County Clerk and Recorder was made in accordance with C.R.S. 24-65.5-103 *et seq.* and

(check applicable box and fill in the information)

☐ Thereafter, on _____, 201__, which is not less than thirty (30) days before the date scheduled for the initial public hearing, or, which is not less than thirty (30) days before the date of submittal of an application for staff action, on the application for the development known as _____, notice was sent, by first class mail, to the below-named mineral right owner(s) as listed in the records of the County Clerk and Recorder, containing the time and place of the initial public hearing, or the date of submittal of an application for staff action and contact information of the Community Development Department, the nature of the hearing or staff action, the location and legal description of the property that is the subject of the hearing or staff action, and the name of the applicant(s).

Listing of Mineral Right Owner(s):

Name(s):	Address:
_____	_____
_____	_____
_____	_____

☐ Such records do not identify any mineral right owners.

_____	_____
Development Applicant's Signature	Surface Owner's Signature
_____	_____
Print Name	Print Name

Acknowledgment
State of Colorado)
County of _____) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Applicant of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

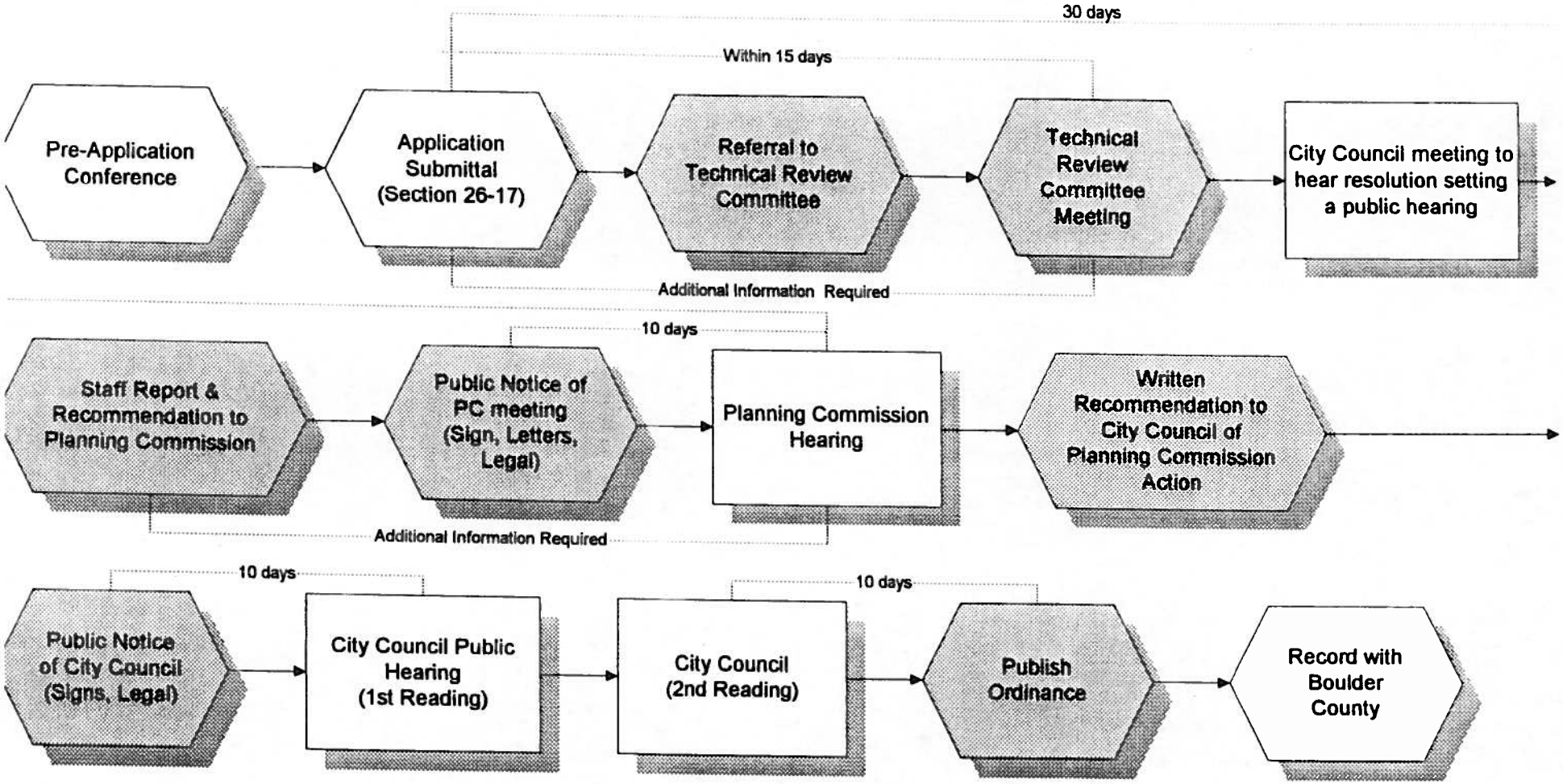
_____
Notary Public

Acknowledgment
State of Colorado)
County of _____) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Owner of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

_____
Notary Public

FAILURE TO PROVIDE THIS CERTIFICATION, INDICATING COMPLIANCE WITH C.R.S. 24-65.5-103 *ET SEQ.*, IS LIKELY TO RESULT IN A CONTINUANCE OF THE HEARING OR STAFF ACTION.

ANNEXATION PROCESS (Sections 26-16-3, 26-30)



Notes: Shaded boxes represent tasks completed by City staff.
Squares represent public meetings or hearings.
60 day appeal period on any concurrent zoning.

Estimated process time from application submittal to 2nd reading by City Council

* To Planning Commission - 45 days
* To City Council - 60 to 75 days