



ANNEXATIONS

Application Requirements

October 1, 2021

These Application Standards have been adopted by reference and are required and reviewed in conjunction with the City's Development Code. Please refer to the Application Checklist, Development Application, and Fee Schedule for additional information.

Annexation applications must comply with the standards and follow the processes created by state law and city code. City staff reviews the annexation application to determine if it meets statutory requirements. If the petition meets those requirements staff prepares a resolution. The City Council resolution proclaims that the application meets those requirements and sets the date that they will hear the petition. Planning staff evaluates the application using the annexation criteria provided in the development code. The Planning Commission reviews the request and staff's evaluation, holds a public hearing and makes a recommendation to City Council. The City Council will hold a public hearing during the second reading of the annexation ordinance. The Council may deny, approve, or table the petition until another date.

Eligibility Criteria for Annexations

1. Not less than one-sixth (1/6) of the perimeter area proposed to be annexed is contiguous with the City of Greeley;
2. A community of interest exists between the territory being proposed to be annexed and the City of Greeley;
3. The territory sought to be annexed is urban or will be urbanized in the near future;
4. The territory sought to be annexed is integrated or is capable of being integrated with the City of Greeley.

Evaluation Criteria after Determination that Petition Meets State Eligibility Requirements

1. The proposed annexation is in conformance with the City's Comprehensive Plan.
2. The proposed annexation promotes geographical balance of the City's land use pattern.
3. Adequate services are or will be available to support the development expected to result from the proposed annexation.
4. The proposed annexation provides for a continual and rational boundary.
5. The proposed annexation is needed to accommodate future land use requirements.

Submittal Requirements

1. Petition for Annexation. The petition shall be signed by persons comprising more than fifty (50) percent of the landowners in the area to be annexed and owning more than fifty (50)

percent of the land area.

2. Affidavit of Circulator. Signed and notarized affidavit.
3. Exhibit A. Typed .doc legal description (8½" x 11") of the area of annexation as it appears on the annexation plat including the identification of the person responsible for preparing it.
4. Annexation Information Sheet. This information sheet must be completed and is attached to the petition. Additional sheets may be attached.
5. Narrative. Statement addressing the following:
 - a. Conformance with the City's Comprehensive Plan;
 - b. Intent to include the property in the Northern Colorado Water Conservancy District and Subdistrict; and
 - c. Information on ecological or land use conditions which may be hazardous, including oil and gas operations, dumps and landfills, underground storage tanks, steep slopes, wetlands, irrigation ditches, bodies of water and flood areas.
6. Annexation Plat. One (1) digital .pdf copy of 24" x 36" and one (1) copy 11" x 17" plat showing the boundary of the area proposed to be annexed and including the following:
 - a. Location of ownership tracts and platted lots;
 - b. Written legal description of the boundaries of the area;
 - c. The contiguous boundary of the City limits next to the boundary of the area proposed for annexation and boundary map showing special districts;
 - d. Vicinity map showing proposed annexation and surrounding area;
 - e. Title of the annexation; and
 - f. Surveyor's Certificate, City Acceptance Blocks and Notary Block as provided in Appendix A of the Subdivision Regulations
7. Site Analysis Map. One (1) digital .pdf copy 24" x 36" and one (1) copy 11" x 17" of a map drawn to scale, showing the boundary of the area proposed to be annexed and including the following:
 - 1) Area of property in square feet and/or acres;
 - 2) Property boundaries and complete dimensions;
 - 3) Boundaries of adjacent properties;
 - 4) Topography at two-foot intervals;
 - 5) Existing rights-of-way, streets, roadways, and probable access points; and
 - 6) Existing utilities and easements;
 - a. Irrigation ditches, head gates, waste ditches;
 - b. Natural drainage patterns, bodies of water, water courses, flood plains, flood way;
 - c. Significant vegetation, including trees;
 - d. Areas of Ecological Significance, including wetlands, steep slopes, etc.;
 - e. Existing structures and land uses; and
 - f. Existing oil and gas facilities and setbacks to such facilities.
8. Fire District Petition and Fee. (Attached) A copy of the authorization to exclude the

property from the existing Fire District.

9. Public Agreements. Copies of all agreements, including proposed annexation agreement, between the applicant and governmental entities, quasi-public entities and special districts that may affect the applicant's property, addressing such things as access, irrigation, fire protection and sanitation.
10. Private Agreements. Private agreements addressing topics subject to governmental approval, such as signage, oil and gas operations and building permits.
11. Evidence of Ownership. Copies of deed(s) and/or title insurance policies for all properties owned by the petitioner(s) included in the annexation.
12. Establishment of Zoning.