



Annexation APPLICATION CHECKLIST

Town of Kremmling

The following checklist is based on the submittal requirements for an Annexation pursuant to Section 14.04.040 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.

Project Name: _____ **Submittal Date:** _____

Applicant Name: _____

Applicant Phone: _____

Applicant E-Mail: _____

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	1. Pre-Application Conference: Landowners considering annexation shall meet with representatives of the Town Staff prior to submitting any annexation request. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. Completed Land Use Application Form Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. Annexation Petition: Form provided by the Town, signed by more than 50 percent of the owners of more than 50 percent of the property. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. Required annexation fees: And a deposit in an amount specified by the Town for the cost of reviewing and processing the application. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. Written legal description: Of the boundaries of the area proposed to be annexed prepared by a licensed engineer or registered land surveyor. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. Annexation Map Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. Concept Land Use Plan Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8. Completed zoning application: For zoning the property being annexed in conformance with the requirements of this Code for amending the official zoning map. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9. Supporting information: <ul style="list-style-type: none"> a. Soils description and limitations. b. A statement of any known hazards and other important environmental conditions present on the property. c. Preliminary utility plan including provision of sewer and water services and how the proposed system meets the water distribution requirements of the Town. d. Affidavit concerning the amount and historical use of all water rights owned. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>e. An economic impact report describing the impacts of the annexation on Town services and tax base.</p> <p>f. Floodplain information.</p> <p>Comments:</p>			
<input type="checkbox"/>	<p>10. Title commitment: Such Commitment must have an effective date less than thirty (30) days prior to the date of the submittal of the annexation petition.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>11. Mailing list and labels: For all property owners within five hundred (500) feet of the boundaries of the annexation.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>12. In the case of flagpole annexations: A separate list and set of mailing labels of owners of property adjacent to the public right-of-way proposed to achieve contiguity.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>13. Statement of community need: For proposed annexation and zoning and how the proposed annexation and zoning is consistent with the Town of Kremmling Comprehensive Plan and other applicable Town Plans.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>14. Letter from the Kremmling Fire Protection District and Kremmling Sanitation District regarding inclusion.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>15. Draft copy of the Annexation Agreement</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>16. Annexation Impact Report: In accordance with the requirements of Section 14.04.070 of this Code and the Colorado Municipal Annexation Act of 1965, as amended.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>17. Legal description of the property to be annexed</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p>18. An electronic copy of all submitted documents</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETENESS DETERMINATION *(Office Use Only):*

<p>Reviewed by: _____</p>	<p>Date: _____</p>
<p>Determination: <input type="checkbox"/> Complete <input type="checkbox"/> Complete, with conditions <input type="checkbox"/> Not complete, resubmittal required</p>	
<p>Determination Comments:</p>	