



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Annexation Petition and Plat Application Requirements

Annexation Petition and Plat Application Requirements

This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- [General Applicant and Owner Acknowledgement Form](#)
- Vicinity Map showing the parcel outlined with adjacent streets within the neighborhood
- Annexation Petition
- Legal Description of the boundaries of the proposed area to be annexed. Subdivision names must be noted as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included.
- Annexation Plat containing all items in the "Plan Content Requirements" section

Plan Content Requirements

Overall Page Layout

Include the information in a legend on the site plan:

- North Arrow
- Property Address
- Name, address, and phone number of applicant/owner
- Any Conditions of Record established at the time of zoning
- Indication of standardized scale used both fractional and bar scale (i.e., 1" = 20')
- Notes describing any covenants/easements permitting the use of the land by adjacent property owners.
- Date of preparation
- Name of Annexation
- Legal description along with the acreage of the annexation. Description required to include a description of the relationship of the annexation to known monuments.



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Site Plan Contents

- Vicinity Map (does not have to be to scale). The map should show the proposed site outlined with the existing adjacent streets within the neighborhood.
- Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.
- Note the sheet number in the lower right-hand corner (i.e., 1 of 10, 2 of 10, etc.)
- Location of each ownership parcel with the name(s) or the owner(s) for all unplatted land in the proposed annexation.
- The plat boundaries, lot and block number(s), and the name(s) or owner(s) for all of the platted land in the proposed annexation.
- A drawing of the contiguous boundary of the City of Colorado Springs and the contiguous boundary of any other municipality abutting the area proposed to be annexed.
- Surveyor's statement and certification. Certification by a registered land surveyor to the effect that the plat shows the described tracts of land to the best of their knowledge and belief.
- Notarized signature of the owners of the property(ies). Note: This requirement may be waived by Land Use Review after consultation with the Attorney's office for annexations where less than 100% of the owners are petitioning to annex the property.
- Approval blocks for signatures of the Director of Public Works and Community Development and subsequent to a statement that the subject annexation is approved for filing as of the date and signature. Signature lines for the City Clerk and Mayor subsequent to a statement that the annexation is approved pursuant to an ordinance adopted by the City on the date of the City Council meeting.
- Certificate of filing for County Clerk and Deputy
- Calculation of contiguous city boundary and perimeter boundary of the annexation request
- Plat names of platted land adjacent to the proposed annexation

Review Criteria

7.5.701 Annexation of Land

7.5.701(C.) Conditions for Annexation

1. To assist the City Council in its decision, each proposal for annexation shall be studied to determine whether:
 - a. The area proposed to be annexed is a logical extension of the City's boundary;
 - b. The development of the area proposed to be annexed will be beneficial to the City. Financial considerations, although important, are not the only criteria and shall not be the sole measure of benefit to the City;
 - c. There is a projected available water surplus at the time of request;
 - d. The existing and projected water facilities and/or wastewater facilities of the City are expected to be sufficient for the present and projected needs for the foreseeable future to serve all present users whether within or outside the corporate limits of the City;
 - e. The annexation can be effected at the time the utilities are extended or at some time in the future;
 - f. The City shall require as a condition of annexation the transfer of title to all ground water underlying the land proposed to be annexed. Should such ground water be separated from the land or otherwise be unavailable for



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transfer to the City, the City, at its discretion, may either refuse annexation or require payment commensurate with the value of such ground water as a condition of annexation. The value of such ground water shall be determined by the Utilities based on market conditions as presently exist;

- g. All rights of way or easements required by the Utilities necessary to serve the proposed annexation, to serve beyond the annexation, and for system integrity, shall be granted to the Utilities. Utilities, at the time of utility system development, shall determine such rights of way and easements;
 - h. If the proposed annexation to the City overlaps an existing service area of another utility, the applicant shall petition the PUC (Public Utilities Commission) or other governing authority to revise the service area such that the new service area will be contiguous to the new corporate boundary of the City.
2. After the foregoing have been studied in such depth as the City Council shall require, the City Council in its discretion may annex or not annex the proposed area. In the event the City Council chooses to annex, it may require a contemporary annexation agreement specifying the installation and the time of installation of certain public and utility improvements, both on site and off site, that are required or not required under this Zoning Code. City Council may specify such other requirements, as it deems necessary. In the event the City Council chooses not to annex, utilities shall not be extended unless Council is assured that an agreement for annexation can be enforced, and that the remaining provisions of this section for annexation subsequent to extension of utilities have been met.

Petition Referral to City Council

Upon submission of the annexation petition to Land Use Review, a determination of eligibility will be made by Land Use Review and the City Attorney's office. The Clerk will then submit the petition for City Council acceptance. The time for City Council acceptance is three to six (3-6) weeks.