



**Town of Monument
Planning Department**

Annexation Checklist

Name of Project: _____ **Project No.:** _____

The following checklist must be returned with the application to the Planning Department.

All annexation plats (map of property proposed for annexation) shall contain the following information:

Submittal Items

Applicant (Initial each item submitted)

Town Staff

- | | | |
|-------|---|-------|
| _____ | 1. Annexation petitions executed in conformance with Colorado Revised Statutes (one petition is required for <u>each</u> phase, if there are multiple phases). The petition must be signed within 180 days of the submittal and it must be notarized. | _____ |
| _____ | 2. Town of Monument Development Application. | _____ |
| _____ | 3. Application fees and retainer (see attached fee list). A separate application, fees, and retainer are required for each phase. | _____ |
| _____ | 4. A narrative addressing how the requirements of the Colorado Revised Statutes pertaining to annexation have been satisfied, including how the required 1/6 th contiguity has been satisfied. | _____ |
| _____ | 5. A narrative addressing how the proposed annexation conforms to the recommendations of the Monument Comprehensive Plan. | _____ |
| _____ | 6. Annexation impact report in conformance with the requirements of the Colorado Revised Statutes within the annexation boundaries. Include a CD of the Annexation Impact Report. | _____ |
| _____ | 7. Environmental site assessment by a qualified professional. (Include in packets for Planning Department File, Planning Department Director, Principal Planner, and Public Works Director). | _____ |
| _____ | 8. Executed petitions for inclusions into any district that will be providing service to the site, if applicable. Include in Principal Planner and Planning Department File packets. | _____ |
| _____ | 9. Vicinity map on an 8½" x 11" sheet. | _____ |

- _____ 10. Legal description of the property perimeter on 8½” x 11” sheets, and on a CD. _____
- _____ 11. Copies: The number of 24”x36” sized drawings, and 11”x17” sized drawings is determined at the time of the pre-application conference based on the number of referral agencies the plans will be sent to (to be included in the site plan package). An addressed envelope, unsealed, with a copy of the project maps, narrative, and application inserted is required for each referral agency and Staff, along with file copies. _____
- _____ 12. Warranty Deeds dedicating the water rights to the Town. _____
- _____ 13. State Engineer’s consent form for water. _____

Annexation Map Requirements

- _____ 1. Project title – centered at top of map with general legal description (section(s), township, and range), project name, annexation, and proposed zoning. _____
- _____ 2. Name and address of owner, surveyor, and consultants. _____
- _____ 3. Metes and Bounds legal description with acreage. _____
- _____ 4. North arrow and date of preparation, with chart for revision dates. _____
- _____ 5. Map scale and bar scale. _____
- _____ 6. Vicinity map showing any adjacent streets, major roads, nearest intersection, and graphically showing the existing Town boundary and perimeter of property adjacent to the existing Town boundary. _____
- _____ 7. Contiguity calculations documenting that the 1/6th contiguity requirements have been met. _____
- _____ 8. Graphically show and dimension boundary of property contiguous with Town limits. _____
- _____ 9. Signature blocks (owner, title company, surveyor, Town approval, and recording certificates). See attached forms. _____
- _____ 10. Show entire property boundary with distances and bearings, and note the title company and report information relied upon to identify easements or that a title report was not used and who the research was performed by. Make sure the distances and bearings will be legible on the 11”x17” reduced copy. _____
- _____ 11. Proposed zoning designation(s). (Note: the annexation and zoning _____

maps may be combined. A zoning application and fee must still be provided). _____

_____ 12. Adjacent property lines and, if platted, subdivision name, and lot number(s). _____

_____ 13. Adjacent streets, including dimensioned right-of-way and pavement width. (Note: By State law all or none of any unannexed adjacent street right-of way must be annexed). _____

_____ 14. Acreage of area to be annexed. _____

_____ 15. Major above ground observable utility lines, or easements or rights-of-way (with dimensions) that are within the property or adjacent to it and any easements of record. _____

SIGNATURE BLOCKS FOR ANNEXATIONS

KNOW ALL MEN BY THESE PRESENTS:

THAT _____ BEING THE OWNER OF CERTAIN LANDS IN THE TOWN OF MONUMENT, EL PASO COUNTY, COLORADO, DESCRIBED AS FOLLOWS:

LEGAL DESCRIPTION

(INSERT LEGAL DESCRIPTION HERE)

DO HEREBY REQUEST ANNEXATION TO THE TOWN OF MONUMENT THE ABOVE DESCRIBED PROPERTY BY: _____ AS _____ SIGNED THIS _____ DAY OF _____, 20____.

I HEREBY CERTIFY THAT ON THE ____ DAY OF _____, 20____, APPEARED BEFORE ME (name) WHO FIRST BEING SWORN DULY EXECUTED THE ABOVE DOCUMENT.

NOTARY SIGNATURE

MY COMMISSION EXPIRES

WATER DEDICATION:

THE UNDERSIGNED HEREBY DEDICATE TO THE TOWN OF MONUMENT FOR PUBLIC USE ALL WATER AND WATER RIGHTS, BOTH TRIBUTARY AND NON-TRIBUTARY, ARISING UPON, FLOWING UPON OR LYING UNDER THE PROPERTY AS DESCRIBED HEREIN.

BY: _____ AS _____ OF _____

SURVEYOR'S STATEMENT:

I, _____, THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ANNEXATION PLAT WAS PREPARED UNDER MY SUPERVISION AND THAT SAID PLAT ACCURATELY SHOWS THE DESCRIBED PARCEL OF LAND, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PROFESSIONAL LAND SURVEYOR

THIS SURVEY IS NULL AND VOID WITHOUT SURVEYOR'S ORIGINAL SIGNATURE AND SEAL.

SPECIAL WARRANTY DEED

KNOW ALL MEN BY THES PRESENTS, That _____

_____, of the County of El Paso, and the State of Colorado who address is _____, for the consideration of One Dollar and other good and valuable consideration in hand paid, hereby sell and convey to THE TOWN OF MONUMENT, Of the County of El Paso, and State of Colorado, who address is P.O. Box 325, Monument, CO 80132, the following property situate in the County of El Paso and State of Colorado, to-wit:

All water and water rights, including nontributary and not nontributary groundwater, appurtenant to and underlying the following described real property:

(enter legal description of property and description of property and description of any existing decree for water rights).

With all its appurtenances and warrant(s) the title against all persons claiming under us, and further warrant that said water rights are free and clear of all liens and encumbrances.

Signed and delivered this ____ day of _____, 200_.

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 200_, by _____.

Witness my hand and official seal.

My Commission Expires: _____

Notes:

- 1. Person signing for a corporation must be the President or a Vice President of the corporation and title must be stated with signature.**
- 2. Notarization (acknowledgement) must also be completed.**
- 3. Please attach any separate legal description.**

**STATE OF COLORADO
OFFICE OF THE STATE ENGINEER
DIVISION OF WATER RESOURCES**

NON-TRIBUTARY GROUND WATER CONSENT LANDOWNERSHIP STATEMENT

I (We) _____
Name

whose mailing address is _____
Street

City State Zip

claim and say that (we) am (are) the owner(s) of the following described property consisting of approximately _____ acres in the County of El Paso, State of Colorado: (insert legal description)

and that I (we) have granted written consent to the Town of Monument to

withdraw ground water from the _____* aquifer as evidenced by the attached copy of a deed or other document recorded in the County or Counties in which the land is located, and that said ground water has not been conveyed or reserved to another, nor has consent been given to withdrawal by another except as indicated in the attached deed or other recorded document.

Further, I (we) claim and say that I (we) have read the statements made herein; know the contents hereof; and that the same are true to my (our) own knowledge.

Signature Date

Signature Date

* Enter Dawson, Denver, Arapahoe or Laramie-Fox Hills – one form required for each aquifer.