



Economic & Community Development Department
 101 W. 8th Street
 Glenwood Springs, CO 81601
 (970) 384-6411

For office use:
 Pre-application Meeting Date: _____ Planning File #: _____
 Applicant: _____ Lead Planner: _____

Annexation – 070.060.040(d)

Application Checklist

During or shortly following your pre-application meeting, you will receive this checklist noting all of the materials that the City will need to process your annexation application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	Planning Application – completed in full and signed by applicant and all property owners of record	√			√			
2	Ownership - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice	√			√			
3	Project Description – narrative describing the annexation and addressing how the annexation plan conforms to applicable state statutes as well as Glenwood Springs’ annexation policies including the Comprehensive Plan. Reference 070.060.050	√			√			

4	Complete Plan Set including:	0	1	1	√			
	Cover Sheet							
	Site Plan							
5	Petition for Annexation- per C.R.S. 31-12-107	√			√			
6	Annexation Map- depict contiguity required per C.R.S. 31-13-104		1	1	√			
7	Concept Plan- show the general development intent for the area to be annexed including the proposed land uses		1	1	√			
8	Pre-annexation Agreement-draft	√			√			
9	Annexation Agreement- draft	√			√			
10	Annexation Impact Report	√			√			
11	Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
11	Other Materials							