

## ANNEXATION SCHEDULE

**PROJECT NAME:**

**APPLICANT:**

ANNEXATION TASK	INITIALS	DATE
<input type="checkbox"/> Pre-Application Conference		
<input type="checkbox"/> Annexation Application Submitted by Applicant. Must be at least 15 days prior to presentation to Board of Trustees <b>DATE SUBMITTED:</b>		
<input type="checkbox"/> Staff review (legal, engineer, planner) to determine application is/is not complete. Planner provides written notification to Clerk and applicant		
<input type="checkbox"/> Applicant submits copies to Town, including labels and envelopes <b>REQUIRED NUMBER OF COPIES:</b> <b>DATE SUBMITTED:</b>		
<input type="checkbox"/> Clerk drafts resolution with Town Attorney and places application on <b>next</b> regular Board Meeting <b>DATE OF BOARD MEETING:</b>		
<input type="checkbox"/> Town Board may proceed or terminate annexation based upon: <ul style="list-style-type: none"> <li>○ They do not wish to annex territory</li> <li>○ Petition and/or territory does not qualify</li> <li>○ Board determines election is required</li> <li>○ Town Board adopts "Intent to Annex" and sets <b>public hearing date not less than 30 and not more than 60 days from effective date of resolution.</b></li> </ul> <b>DATE OF PUBLIC HEARING:</b>		
<input type="checkbox"/> Town Clerk publishes 1 <sup>st</sup> notice in a newspaper. First publication shall be <b>at least 30 days prior to public hearing</b> <b>DATE PUBLISHED:</b>		
<input type="checkbox"/> Clerk Refers Annexation Petition to the County and Special Districts. Clerk sends copies of published public notice, annexation petition (without signatures), annexation impact report and resolution initiating proceedings by certified mail to County Commissioners, County Attorney, special districts, school district <b>at least 25 days before Board public hearing (send annexation impact report to BOCC at same time if possible)</b> <b>DATE SENT:</b>		
<input type="checkbox"/> Clerk /Planning Department refers the Annexation Application to Interested Parties. Clerk sends copies of the annexation map and the concept by regular mail to additional interested entities as determined by the Planning Department in its sole discretion <b>at least 25 days before Board public hearing.</b> Such entities shall be advised of the scheduled hearing date and be notified that any objections to the annexation and master plan must be submitted to the Town in writing no later than seven (7) days after receipt of the annexation map and concept plan. <b>DATE SENT:</b>		
<input type="checkbox"/> Clerk files Annexation Impact Report. Clerk files 1 copy with Board of Weld County Commissioners <b>at least 20 days before Board public hearing.</b> (May be waived upon approval of the Town Board and Board of Weld County Commissioners or may be combined with Annexation Petition above) <b>DATE FILED:</b>		

<input type="checkbox"/>	Applicant Posts Signs on Property and Provides Signed Affidavit to Town. The sign shall include the time and place of the public hearing and the applicant's name. The applicant shall submit an affidavit certifying they posted the property. Must be posted <b>at least 14 days before the Board public hearing.</b> <b>DATE POSTED:</b>		
<input type="checkbox"/>	2 <sup>nd</sup> newspaper publication <b>DATE:</b>		
<input type="checkbox"/>	3 <sup>rd</sup> newspaper publication <b>DATE:</b>		
<input type="checkbox"/>	Referrals due <b>DATE:</b>		
<input type="checkbox"/>	Planner drafts Staff Report to the applicant and Planning Commission (PC) <b>DATE OF STAFF REPORT:</b>		
<input type="checkbox"/>	Applicant responds to Staff/referral comments <b>DATE RESPONSE RECEIVED:</b>		
<input type="checkbox"/>	Planning Commission Review <b>PC MEETING DATE:</b>		
<input type="checkbox"/>	Planner drafts Staff Report to the TB and applicant <b>DATE OF STAFF REPORT:</b>		
<input type="checkbox"/>	4 <sup>th</sup> newspaper publication date <b>DATE:</b>		
<input type="checkbox"/>	Clerk and Town Attorney draft resolution and ordinance		
<input type="checkbox"/>	Town Board public hearing (not less than 30 days or more than 60 days from the effective date of the resolution) <b>RESULT:</b>		
<input type="checkbox"/>	Annexation effective 30 days after adoption of ordinance <b>DATE ANNEXATION EFFECTIVE:</b>		
<input type="checkbox"/>	Applicant submits 2 mylars and 3 bond copies within 10 days of effective date of ordinance <b>DATE DOCUMENTS DUE:</b>		
<input type="checkbox"/>	Clerk files 1 copy of annexation map with original annexation ordinance in Town files, files 2 certified copies of the ordinance and map with the County Clerk (Note: zoning for annexed territory must be approved within 90 days.) <b>DATE ZONING MUST BE APPROVED BY:</b>		