



City of Englewood
Community Development Department
1000 Englewood Parkway
Englewood, CO 80110
303-762-2342
englewoodgov.org

ANNEXATION PETITION CHECKLIST

Only **complete** applications will be accepted.
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Annexation Agreement (Negotiated prior to Annexation Petition submittal)
		Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal interest in the property
		Written statement describing how the proposed annexation complies with the: <ul style="list-style-type: none"> ▪ Municipal Annexation Act of 1965 (C.R.S. Section 31-12-101, et. seq., as amended), ▪ Comprehensive Plan, ▪ Englewood Municipal Code, ▪ Capacity exists to adequately provide necessary utilities, facilities and appropriate urban level services, and ▪ Proposed zoning is appropriate.
		Fees (<i>Application fees are non-refundable</i>)
		Application Fee (payable to City of Englewood) \$1000.00 (Non-Refundable)
		Site Plan:
		Maximum Size: 24" x 36"
		Number of copies for initial submittal: 10
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Area and dimensions of property subject to Annexation Petition
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Planning and Zoning Commission Public Hearing ▪ City Council 1st Reading ▪ City Council Public Hearing

Avoid delays - Submit a complete application!