



Development Assistance Packet

Annexation & Rezoning

Version: 2019.05.01

This Packet Contains:

- Overall Development Review Process
- Annexation & Rezoning Process/Flow Chart
- Cañon City Application Fee Schedule
- Application Submittal Checklist
- Sample Annexation Petition
- Land Use Application Form
- Notice Requirements for Public Hearings
- Annexation Plat Formatting Requirements
- Annexation Impact Reports
- How To Write A Project Narrative.
- Glossary of Commonly Used Land Development Terms

Prepared By:

The City of Cañon City Community Development Department

John D. Havens City Hall Building

PO Box 1460 / 128 Main Street

Cañon City, CO 81215-1460

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www.canoncity.org [web]

Please Note:

Development Assistance Packets are prepared to facilitate land use applicants in the review procedures, submittal requirements and overall process for evaluation of land use applications in the City of Cañon City, Colorado.

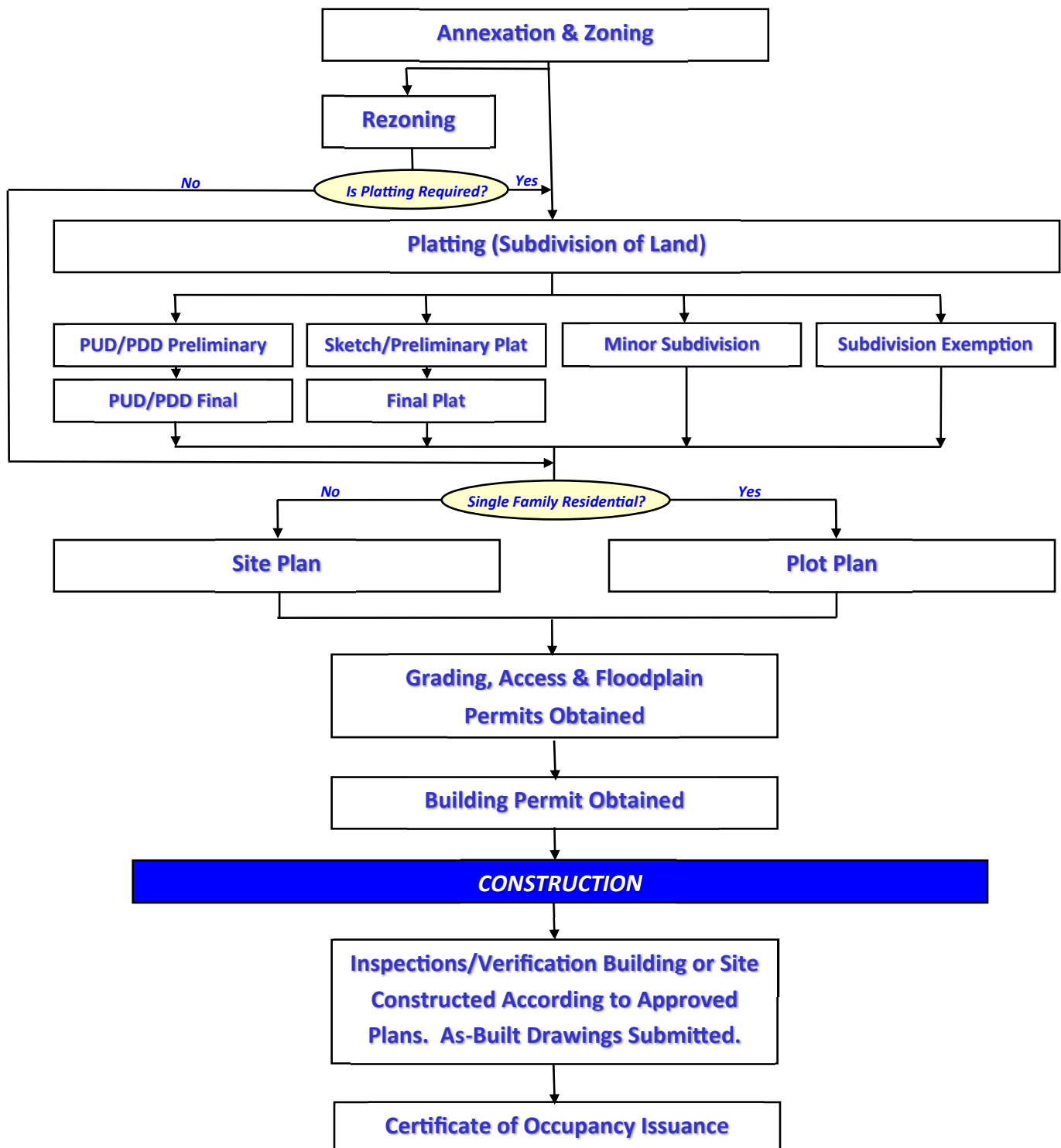
Applicants should be advised that although this Assistance Packet contains information regarding the land use review process, it is not a complete summary of the City's Land Development Ordinance, nor is it intended to be. Applicants for land use projects in the City of Cañon City are highly encouraged to familiarize themselves with the requirements of the City's Zoning, Subdivision & Development Regulations.



City of Cañon City Community Development Department

City Hall: 128 Main Street/PO Box 1460, Cañon City, CO 81215-1460

Overall Development Review Process

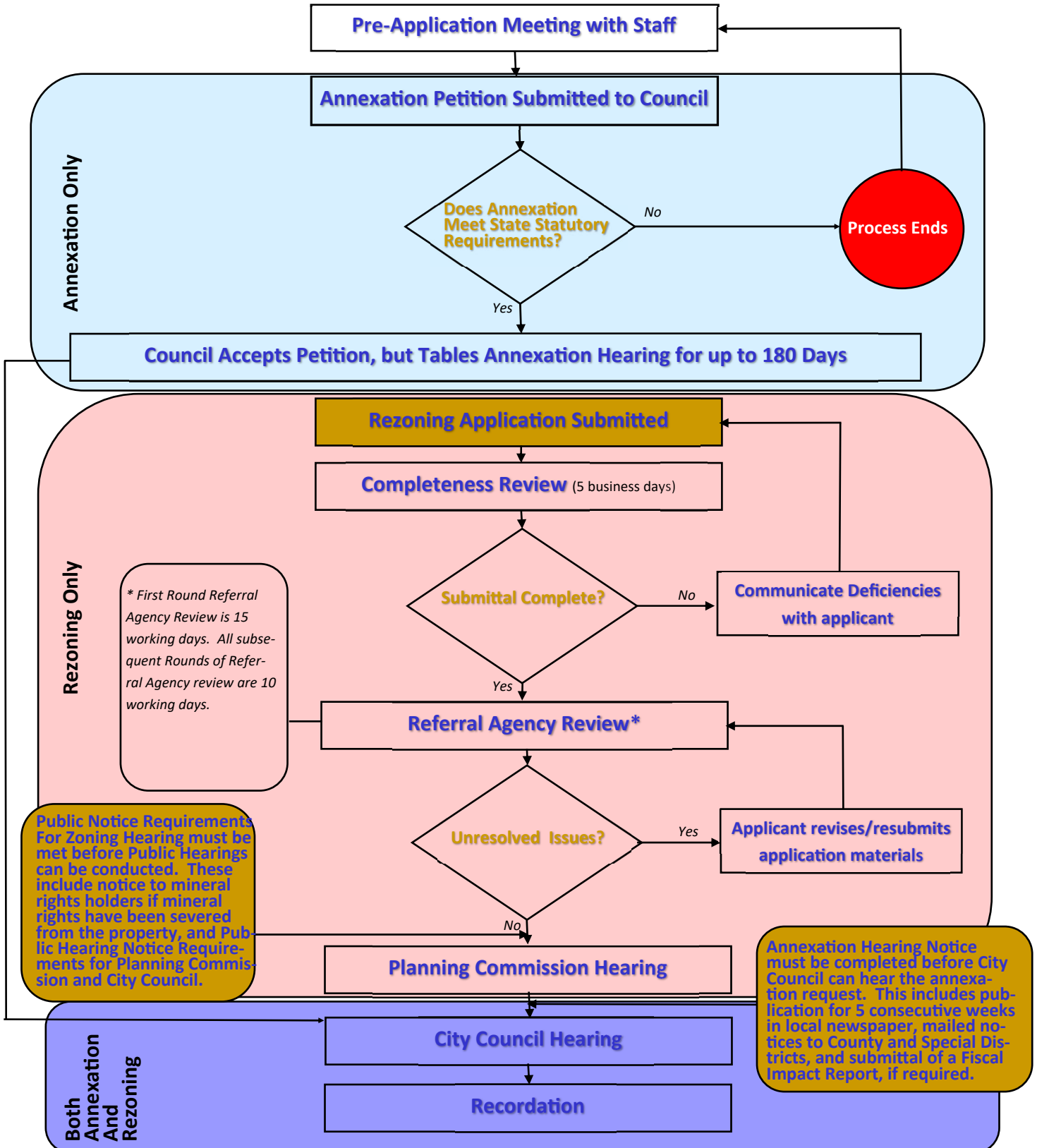




City of Cañon City Community Development Department

City Hall: 128 Main Street/PO Box 1460, Cañon City, CO 81215-1460

Annexation & Rezoning Review Process





City of Cañon City

SCHEDULE OF DEVELOPMENT & LAND USE APPLICATION FEES

TYPE OF APPLICATION	FEE
MAJOR SUBDIVISION	
Preliminary Plat	\$1,000 plus \$10 per lot
Final Plat	\$1,500
MINOR SUBDIVISION	\$1,000 plus \$10 per lot
SKETCH PLAN	\$400
SITE PLAN	\$350
Appeal of Site Plan Decision to City Council	\$100
SUBDIVISION EXEMPTION or LOT LINE ADJUSTMENT	\$250
VACATION OF RIGHT-OF-WAY OR EASEMENT	\$500
APPEAL OR VARIANCE TO BOARD OF ADJUSTMENT (17.36)	\$100
ZONE CHANGE OR CODE AMENDMENT (17.40)	\$150 + publication fee
SPECIAL REVIEW REQUEST (17.24)	\$200 + publication fee
TEMPORARY USE PERMIT (17.12, PERMITTED USES W/ PERMIT)	\$50 plus \$25 annual renewal
CONDITIONAL USE PERMIT (17.23)	\$100
SIGN PERMIT (17.30)	
Valuation of sign	
\$1 to \$500	\$15
\$501 to \$2,000	\$15 for the first \$500 plus \$2 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$45 for the first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$252 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
EXPAND OR ESTABLISH MOBILE HOME PARK (17.12)	\$300 + \$5 per space
MOBILE HOME PLACEMENT AND SKIRTING PERMIT (17.12)	\$50
APPROVAL OF A TMU PROJECT PURSUANT TO CHAPTER 17.14	\$150 + publication fee
COMMUNITY MARIJUANA CULTIVATION FACILITY (5.60)	
Phase I Application Fee	\$250
Phase 2 Application Fee	\$1,250
License Fee	\$1,000
Late Fee - Renewal	\$500
Change in Financial Interest	\$100 min or actual cost if more than \$100
APPEAL OF A DECISION OF THE PLANNING COMMISSION REGARDING A TMU PROJECT, PURSUANT TO PARAGRAPH 1 OF SUBSECTION 17.14.070(H)	\$100 (refundable if the appellant is the prevailing party in the appeal) + publication fee (non-refundable)



City of Cañon City

Community Development Department

Planning & Zoning Division

Application Submittal Checklist

Annexation & Rezoning

Please include this page with application submittal, so that staff can verify all required items have been included.

Included by applicant?	Staff Confirms	Submittal Item	Copy (Quantity)	Electronic	Electronic Files Should be Submitted as PDF Documents
General Submittal Requirements					
		Application Form	1		Completed, signed and containing all required exhibits
		Application Fees	1		Cash or Check (made out to City of Cañon City) only
		Legal Description of Property	2	✓	Exhibit A to Application Form
		Title Commitment/Policy	1	✓	Current to within 30 days, Exhibit B to Application Form
		Notarized Letter of Authorization	1	✓	Exhibit C to Application Form, signed by Property Owner
		Disclosure Letter	1	✓	Exhibit D to Application Form, signed by Property Owner
		Vicinity Map for Project Site	5	✓	Exhibit E to Application Form
		Public Notice Requirements Apply	n/a	n/a	Refer to Public Notice Matrix

Specific Submittal Requirements (see NOTE, below)					
		Project Narrative	5	✓	Refer to Project Narrative Assistance Page
		Annexation Petition	1	✓	Refer to attached Sample Annexation Petition for assistance
		Annexation Plat	5	✓	
		Rezoning Map	5	✓	24" by 36" format, coalated and folded to 9" by 12"
		Existing Conditions Map	5	✓	24" by 36" format, coalated and folded to 9" by 12"
		Other Additional Information			As required by City Staff

Reports & Studies					
		Annexation Impact Report	3	✓	If Required by Fremont County
		Traffic Impact Analysis			As required by City Staff
		Drainage Report			As required by City Staff
		Will Serve Letters	1	✓	From regional utility providers

NOTE: All Subdivision applicants must schedule a Pre-Application Meeting with City staff to ascertain what will need to be depicted or included on the various required documents. These requirements may vary with each application.

POST SUBDIVISION EXEMPTION APPROVAL

For Recordation

Fully Signed Annexation Mylars	2		24" by 36" mylar sheets
Fully Signed Rezoning Mylars	2		24" by 36" mylar sheets (applicable only for PUD and PDD zonings)
Annexation Ordinance	1		City Prepares, Applicant Pays Recordation Fee
Rezoning Ordinance	1		City Prepares, Applicant Pays Recordation Fee
Recordation Fees			Check, made payable to Fremont County Clerk. See Fee Schedule

Fremont County Clerk & Recorder Recorded Documents Fee Schedule

Letter Size Document:	\$13.00 for first page \$5.00 each additional page
Plats:	\$13.00 for first page \$10.00 for each additional page

PETITION FOR ANNEXATION

**TO: THE CITY COUNCIL OF THE
CITY OF CAÑON CITY, COLORADO**

PO Box 1460

Cañon City, CO 81215-1460

RE: PROPERTY KNOWN AS:

The undersigned landowners, in accordance with the provisions of Title 31, Article 12, Part 1, C.R.S., known as the Municipal Annexation Act of 1965, as amended, hereby petition the City Council of the City of Cañon City, Colorado for annexation to the City of Cañon City of the following described unincorporated area situate and being in the County of Fremont, and State of Colorado:

(See Exhibit A attached hereto and incorporated herein by reference)

In support of their Petition, Petitioners state as follows:

1. That it is desirable and necessary that such area be annexed to the City of Cañon City, Colorado
2. That the area sought to be annexed meets the requirements of C.R.S. §§ 31-12-104 and 105, in that:
 - a. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the existing boundaries of the City of Cañon City, Colorado, disregarding for contiguity purposes, as allowed by C.R.S. § 31-12-104(1)(a), the existence of any platted street or alley, any public right-of-way, any public or private transportation right-of-way or area, public lands (except county-owned open space), or any lakes, reservoirs, streams, or other natural or artificial waters located between the City and the land proposed to be annexed.
 - b. A community of interest exists between the area proposed to be annexed and the City of Cañon City, Colorado.
 - c. The area proposed to be annexed is urban or will be urbanized in the near future and said area is integrated or is capable of being integrated with the City of Cañon City, Colorado.
 - d. No land held in identical ownership, whether consisting of one (1) tract or parcel of real estate or two (2) or more contiguous tracts or parcels of real estate:
 - i. Is divided into separate parts or parcels without the written consent of the landowner or landowners thereof, unless such tracts or parcels are separated by a dedicated street, road, or other public way.
 - ii. Comprising twenty (20) acres or more and which, together with the buildings

and improvements situated thereon, has a valuation for assessment in excess of two hundred thousand dollars (\$200,000.00) for ad valorem tax purposes for the year next preceding the annexation is included within the area proposed to be annexed without the written consent of the landowner or landowners.

- e. No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.
 - f. The annexation of the area proposed to be annexed will not result in the detachment of area from any school district and the attachment of same to another school district.
 - g. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the City of Cañon City more than three (3) miles in any direction from any point of the City's boundary in any one year.
 - h. If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.
 - i. Reasonable access will not be denied to landowners, owners of easements or the owners of franchises, adjoining any platted street or alley to be annexed that will not be bordered on both sides by the City of Cañon City.
- 3. That attached hereto and incorporated herein by reference are four (4) prints of the annexation map, containing the following information:
 - a. A written legal description of the boundaries of the area proposed to be annexed.
 - b. A map showing the boundary of the area proposed to be annexed.
 - c. Within the annexation boundary map, a showing of the location of each ownership tract of unplatted land, and, with respect to any area which is platted, the boundaries and the plat numbers of plots or lots and blocks.
 - d. Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the City and the contiguous boundary of any other municipality abutting the area proposed to be annexed.
 - 4. That Petitioners are the landowners of more than fifty percent (50%) of the area sought to be annexed, exclusive of streets and alleys.
 - 5. That all Petitioners signed this Petition for Annexation no more than one hundred eighty (180) days prior to the date of the filing of this Petition for Annexation.
 - 6. That this Petition for Annexation satisfies the requirements of Article II, Section 30 of the Colorado Constitution in that it is signed by persons comprising more than fifty percent (50%) of the landowners in the area proposed to be annexed who own more than fifty percent (50%) of said area, excluding public streets and alleys and any land owned by the City of Cañon City.
 - 7. That no election has been held within the last twelve (12) months for annexation of the area described in Exhibit A to the City of Cañon City.

8. That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the ordinances, resolutions, rules and regulations of the City of Cañon City, except for general property taxes which shall become effective on January 1 of the next succeeding year following passage of the Annexation Ordinance.
9. That, by the date that is ninety (90) days after the effective date of the Annexation Ordinance, Petitioners will request that zoning be granted.
10. That this Petition, and the annexation of the property described in Exhibit A hereto, is specifically conditioned on the negotiation and execution by Petitioners and the City of a mutually acceptable annexation agreement.
11. That Petitioners reserve the right to withdraw this Petition at any time prior to the adoption of an annexation ordinance.

Therefore, the undersigned Petitioners respectfully request that the City Council of the City of Cañon City, Colorado approve the annexation of the area described in Exhibit A to the City of Cañon City.

Whenever from the context it appears appropriate, each term stated in either the singular or plural will include the other, and pronouns stated in either the masculine, eminent or the neuter gender will include each of the other genders.

PETITION:

(Annexation Name)

Signature of Landowner	Date of Signature	Mailing Address of Landowner	Legal Description of Land Owned
<i>[Note: Include additional Lines for all land owning petitions who are requesting annexation]</i>			
_____	_____	_____	_____
		_____	_____
		_____	_____
_____	_____	_____	_____
		_____	_____
		_____	_____
_____	_____	_____	_____
		_____	_____
		_____	_____

AFFIDAVIT OF CIRCULATOR

The undersigned, being of lawful age, being first duly sworn upon oath, deposes and says:

That he was the circulator of the foregoing Petition for Annexation of lands to the City of Cañon City, Colorado, consisting of _____ (__) pages including this page, and that each signature thereon was witnessed by the affiant and is the true signature of the person whose name it purports to be.

Circulator

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing Affidavit of Circulator was subscribed and sworn to before me this _____ day of _____, 2018, by _____.

Witness my hand and official seal.

My Commission expires:

[SEAL]

Notary Public

EXHIBIT A

Property Legal Description



City of Cañon City Community Development Department Land Use & Development Application

128 Main Street, Cañon City, CO 81212

719.269.9011 (Phone) 719.269.9017 (Fax) <http://www.canoncity.org> (Internet)

Page 1 of 2

INSTRUCTIONS

1. All applications must be typed or printed. Illegible applications may be rejected at the direction of the Community Development Department.
2. All applicable sections must be completed. The application must be signed by ALL parties of interest. Unsigned applications WILL NOT be processed.
3. All requisite Exhibit Attachments must be included in order the application to be deemed complete.

APPLICATION TYPE

[Select All That Apply]

<input type="checkbox"/> Amendment to Comprehensive Plan	<input type="checkbox"/> PDD/PUD: Preliminary Plan	<input type="checkbox"/> Wireless Service Facility
<input type="checkbox"/> Annexation & Rezoning	<input type="checkbox"/> PDD/PUD: Final Plan	<input type="checkbox"/> Zoning Code Amendment
<input type="checkbox"/> Appeal of Site Plan to City Council	<input type="checkbox"/> Rezoning, including amendments to PDD	
<input type="checkbox"/> Conditional Use Permit [CUP]	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Community Marijuana Cultivation Facility
<input type="checkbox"/> Establish/Expand Mobile Home Park	<input type="checkbox"/> Special Review Use [SRU]	<input type="checkbox"/> Phase 1 App Review
<input type="checkbox"/> Lot Line Adjustment/Replat	<input type="checkbox"/> Subdivision Exemption Plat	<input type="checkbox"/> Phase 2 App Review
<input type="checkbox"/> MAJOR SUBDIVISION: Final Plat	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> License
<input type="checkbox"/> MAJOR SUBDIVISION: Sketch/Prelim Plan	<input type="checkbox"/> Transitional Mixed Use [TMU] Project	<input type="checkbox"/> Late Fee: Renewal
<input type="checkbox"/> MINOR SUBDIVISION	<input type="checkbox"/> Vacation [ROW or Easement]	<input type="checkbox"/> Change in Financial Interest
<input type="checkbox"/> Mobile Home Placement & Skirting	<input type="checkbox"/> Variance	

SUBJECT PROPERTY

Address or General Location:

<input type="checkbox"/> NW ¼	Section:		Subdivision:			
<input type="checkbox"/> NE ¼	Township:					
<input type="checkbox"/> SW ¼	Range:		Lot:	Block:	Filing:	
<input type="checkbox"/> SE ¼						

Provide a Brief Summary of Requested Land Use Action:

Current Condition:

Zoning: _____

If PDD, specify use: _____

Current Use: _____

Area/Size (in acres): _____

Developed: ☐ Yes ☐ No

No. Dwelling Units: _____

Sq. Ft. Commercial: _____

Proposed Condition:

Zoning: _____

If PDD, specify use: _____

Proposed Use: _____

No. of Lots: _____

No. of Dwelling Units: _____

Sq. Ft. Commercial: _____

Utility Providers:

Water: _____

San. Sewer: _____

Electricity: _____

Gas: _____

Telephone: _____

Cable: _____

Fire Protection: _____

PROJECT CONTACTS

Note: Unless otherwise specified, all correspondence from the City will be directed to Project Representative No. 1

Property Owner of Record

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Appliant (If Different From Property Owner)

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Project Representative/Consultant No. 1

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Project Representative/Consultant No. 2

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

ACCEPTANCE OF TERMS

By signing below, the Land Owner of Record, Applicant and Project Representative are indicating that each understands and agrees to the following terms:

- 1 Authorized personnel from the City of Cañon City, and its consultants, are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application.
- 2 The Property Owner of Record acknowledges and agrees that the City of Cañon City may file liens against the subject property for any unpaid financial obligation owed to the City related to reviewing and processing this application.
- 3 There are no known geologic or biologic hazards, nor any vicious animals present on the subject property except as indicated on the attached EXHIBIT D.
- 4 All requirements for submission of this application for reviewing and processing, by the City of Cañon City Community Development Department/Planning & Zoning Division, are made in accordance with the City's Zoning and Subdivision regulations, as amended, as well as any applicable City of Cañon City Ordinances and Resolutions.
- 5 All requisite fees must be paid to the City of Cañon City, or this application cannot be deemed complete.
- 6 All information contained in this application, the attached EXHIBITS, and other materials submitted in connection with this application are true and accurate to the best knowledge of the applicant, Property Owners of Record and and any Project Representative. It is clearly understood and agreed to that false or untruthful information may be grounds for the City to stop processing this application or withdrawing any approval, which was granted based upon such false or untruthful information.
- 7 The City of Cañon City is under no obligation to approve the request contained in this application. No promises or approval are conveyed with the acceptance of this application.
- 8 The schedule of EXHIBIT attachments, as described below, must accompany this application:
 - EXHIBIT A: Legal Description of Property
 - EXHIBIT B: Title Policy, Current To Within Thirty (30) Days of the date of signatures below
 - EXHIBIT C: Letter of Authorization from the Property Owner of Record, which allows the Applicant and Project Representative to act on the Property Owner's behalf, and accepting ultimate financial obligation for expenses incurred by the City of Cañon City as a result of the evaluation of this request.
 - EXHIBIT D: Disclosure of any Geologic, Physical or Biologic Hazard present on site, or any vicious animals in residence on the property
 - EXHIBIT E: Vicinity Map of Project Site

SIGNATURES

Property Owner of Record

Print Name:

Signature:

Date:

Applicant, if Different from Property Owner of Record

Print Name:

Signature:

Date:

Project Representative/Consultant No. 1

Print Name:

Signature:

Date:

Project Represetnative/Consultant No. 2

Print Name:

Signature:

Date:

OFFICIAL USE ONLY

Project No.:

Application Accepted by:

Date:

Application Fees:

Receipt No.:

Application Reviewed by:

Date:

Application Deemed Complete:

Date:

Exhibit C to City of Cañon City Land Use Application

Letter of Authorization from Property Owner

YOUR LETTERHEAD OR STATIONARY HERE

Date: _____

Community Development Department
City of Cañon City
PO Box 1460
Cañon City, CO 81215-1460

Re: Property Owner Letter of Authorization
[*Name of Project:* _____]

I, (*Name of Property Owner*), hereby certify that I am the legal owner of record of the land described in the attached Legal Description (refer to Exhibit A to this Land Use Application), and do hereby authorize (*Name of Applicant/Applicant's Consultant or Representative*) to process this land use application on behalf of the subject property.

I understand that in the review of this project, by providing this authorization, I will allow City of Cañon City staff to enter the subject property for purposes of evaluating this land use request, as the specifics of this application may require.

I also understand that as part of the review of this project, the City may find it necessary to outsource certain aspects for review. Although it is anticipated that any fees associated with review of this project by outside referral agencies is to be paid by the applicant, as property owner, I understand that if unpaid by the applicant, it is the subject property itself which encumbers the ultimate responsibility for repayment of those fees. Should this occur, I understand that the City of Cañon City has, as part of its remedies, the imposition of lien(s) against this property, should such become necessary.

Signature of Property Owner

Print Name: _____

Address: _____

Phone Number: _____

STATE OF COLORADO)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, as _____ of _____.

My Commission Expires: _____

(S E A L)

Notary Public

Exhibit D to City of Cañon City Land Use Application

Disclosure Letter

YOUR LETTERHEAD OR STATIONARY HERE

Date: _____

Community Development Department
City of Cañon City
PO Box 1460
Cañon City, CO 81215-1460

Re: Disclosure Letter of Known Hazards on Site
[*Name of Project:* _____]

As applicant for the above referenced project, we understand that City staff and its consultants may need to visit the subject property for the purpose of observation, assessment, measurement or analysis of the property related to the active Land Use Application we have submitted. Consistent with the City's Risk Management policies, the purpose of this letter is to advise the City of any known Geologic, Biologic, or Physical Hazards on site, or viscous animals present on site.

(Choose the applicable paragraph below)

- ☐ We are therefore advising the City that to the best of our knowledge and understanding regarding the subject property, there are no known hazards on site for which City staff would need to take precautions before entering the property.
- ☐ We are therefore advising the City of the following known hazards on site, as listed on the enclosed Attachment A.

Should you have any questions or require clarification of the above referenced information, you may contact us using the information below.

Signature of Property Applicant

Print Name/Title:

Company:

Address:

Phone Number:



City of Cañon City

Community Development Department

John D. Havens City Hall Building 719/269.9011 [Phone]
 128 Main Street / PO Box 1460 719/269.9017 [Fax]
 Cañon City, CO 81212-1460 www.canoncity.co [Web]

Public Notice Matrix

	Annexation/Rezoning	Rezoning	Sketch/Preliminary Plan	Final Plat	Minor Subdivision	Subdivision Exemption	Preliminary PUD Plan	Final PUD Plan	Special Review Use	Conditional Use	Vacation of ROW	TMU Project
First Class Mailing , 15 calendar days prior to scheduled Public Hearing, sent to all property owners within 300 feet of the property. Written Notice affidavit required prior to	●	●	●	●	●		●	● ●	●	●		●
Sign Posting , 15 calendar days prior to scheduled Public Hearing, posted facing adjacent Rights-of-Way. A Photograph of posted sign must accompany the sign posting	● ●	● ●	● ●	● ●	● ●		●	● ●	● ●			●
Published Notice , in the Cañon City Daily Record, at least 15 calendar days prior to a Public Hearing. The Daily Record will provide a Publisher's Copy of the notice after publication.	●	●	●	●	●			●	●			
Mineral Rights Notice , 30 calendar days prior to scheduled public Hearing. Notice is sent via USPS Certified Mail, return receipt requested, or by a nationally recognized overnight courier. <i>(If Applicable.)</i>	●	●	●	●	●		●	●				
Annexation Publication , published once a week for five (5) consecutive weeks. First publication must be at least 45 days prior to Council Hearing Date.	●											
Special District Mailing , sent to all Title 32 Special Districts at least 25 days prior to Council Hearing Date.	●											
Planning Commission Hearing Required	●	●	●	●	●		●	●	●			●
City Council Hearing Required	●	●	●	●	●		●	●	●		●	

● For PC Hearing

● For CC Hearing



Annexation Plat: Formatting Requirements

As per the Fremont County Clerk & Recorder's office and what's contained in the C.R.S. 31-12-107 (last amended 1987), the following formatting requirements are required for the Annexation Plat:

- ☐ **Format:** A 24" x 36" blue or black line print folded to 9" x 12" showing all the required information accurately and neatly. Drawn at a scale requiring the fewest number of sheets and where all information is readily discernible. Recommended scales are 1:20, 1:50 or 1:100.
- ☐ **Preparer:** A Colorado registered land surveyor must prepare this plat.
- ☐ **Title:** Plat name with brief preamble in large letters at the top center of the sheet. The name of the project must also appear in smaller letters in the lower right hand corner.
- ☐ **Names and Addresses:** The names and addresses of all land owners and Land Surveyor (PLS) registered in Colorado must appear on the cover sheet of the plat.
- ☐ **Signature Blocks and Dedications in City Format:**

- **City Council:**

THIS ANNEXATION HAS BEEN APPROVED BY THE CITY COUNCIL OF THE CITY OF CAÑON CITY, FREMONT COUNTY, COLORADO BY THE ADOPTION OF ORDINANCE NO. ___, SERIES OF 20___. WITNESS MY HAND AND THE CORPORATE SEAL OF THE CITY OF CAÑON CITY, COLORADO, THIS ____ DAY OF _____, 20___.

CITY COUNCIL:

ATTEST:

MAYOR (Name) DATE: _____

CITY CLERK (Name) DATE: _____

- **Fremont County Clerk and Recorder's Office:**

THIS ANNEXATION PLAT WAS FILED FOR RECORDATION IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF FREMONT COUNTY, COLORADO, AT _____ O'CLOCK __ M., ON THE ____ DAY OF _____, 20___, UNDER RECEPTION NO. _____

(Name) FREMONT COUNTY CLERK AND RECORDER

- **Professional Land Surveyor Statement:**

I, _____, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS ANNEXATION MAP WAS PREPARED UNDER MY DIRECT SUPERVISION; THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS MAP ACCURATELY DELINEATES THE PARCEL OF LAND TO BE ANNEXED TO THE CITY OF CAÑON CITY, COLORADO; AND THAT AT LEAST ONE SIXTH (1/6) OF THE BOUNDARY OF SAID PARCEL IS CONTIGUOUS TO THE PRESENT CITY OF CAÑON CITY, COUNTY OF FREMONT, STATE OF COLORADO.

DATED THIS ____ DAY OF _____, 20___

(Surveyor's Name), Colorado PLS No. _____

- ☐ **Sheet Index:** On the cover sheet, a sheet index (if there is more than one sheet for the plat) and a Legend of Symbols on each page as needed.
- ☐ **Vicinity Map:** On the cover sheet, a vicinity map that includes the site, a north arrow, bar and graphic scales and the nearest major roads.
- ☐ **Full Written Legal Description:** Include the full legal description on the cover sheet.
- ☐ **North Arrow, Graphic Scale and Written Scale:** Include these elements on all sheets of the plat.
- ☐ **Property Lines:**
 - Show the boundary line of the site in a heavy solid line.
 - Show all ownership parcels, blocks and lots with identifying numbers.
 - Show all contiguous municipal boundaries, dimensioned.
- ☐ **Streets:** Show all adjoining and internal streets and right-of-ways (ROW's) and label the street names.
- ☐ **Summary Table:** On the cover sheet, a summary table that includes the total acres that are to be annexed and a contiguity analysis per state law.
- ☐ **Ownership:** Within the annexation boundary map, show the location of each ownership tract in unplatted land and, if part of the area is platted, the boundaries of the plat, numbers of plats or of lots and blocks.



Annexation Impact Reports

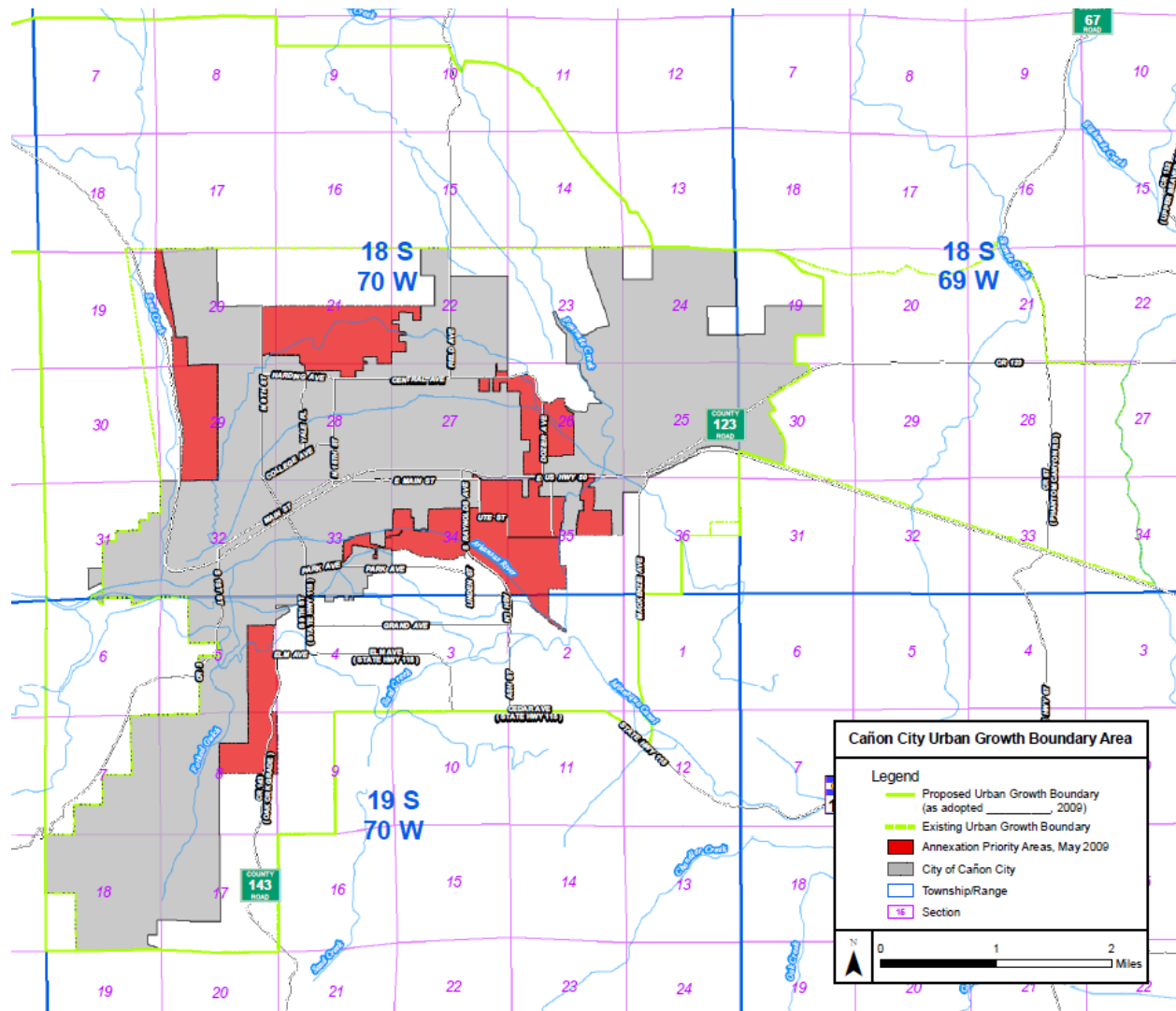
An Annexation Impact Report (AIR) is a document prepared by an applicant and submitted with a request to annex and rezone a property of more than 10 acres in area. The municipality forwards a copy of this report to the County in which the property is located. The purpose of this report is to analyze the facets of the proposed annexation in terms of projected land uses, densities and character of development to determine if adequate public facilities and infrastructure exist, or can be built, to sustain the proposed development.

Of particular interest in an AIR is the impact of the development on special districts and the school district. Some financial analysis of the proposal is therefore necessary.

It should be noted that the Board of County Commissioners can waive the requirement for an AIR, and will do this if the area to be annexed is clearly part of an enclave around which the adjacent municipality has already annexed. Additionally, it should be noted that the City of Cañon City and Fremont County have agreed upon certain Priority Annexation Areas, as depicted in the map on the next page. Areas deemed to priority annexation parcels will be exempt from having to perform AIRs, regardless of size.

The following are minimum requirements that need to be included in an AIR in accordance with C.R.S. § 31-12-108.5:

- A map or maps of the municipality and adjacent territory to show the following information:
- The present and proposed boundaries of the municipality in the vicinity of the proposed annexation;
- The present streets, major trunk water mains, sewer interceptors and outfalls, other utility lines and ditches and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation; and
- The existing and proposed land use pattern in the areas to be annexed.
- A copy of any draft or final pre-annexation agreement, if available.
- A statement setting forth the plans of the applicant for extending to or otherwise providing for, within the area to be annexed, municipal services performed by or on behalf of the municipality at the time of annexation.
- A statement setting forth the method under which the applicant plans to finance the extension of the municipal services into the area to be annexed.
- A statement identifying existing districts within the area to be annexed.
- A statement on the effect of annexation upon local public school district systems, including the estimated number of students generated and the capital construction required to educate such students.



Areas highlighted in Red are Priority Annexation Parcels, as agreed by both the City of Cañon City and Fremont County.



City of Cañon City

Community Development Department
Planning & Zoning Division

How To Write A Project Narrative

Introduction:

Even if you met with City Staff before making your land use application you likely will not have met everyone involved in the review of your project. A project narrative is your opportunity to inform various Departments within the City as well as referral agencies outside of the municipal government (*including, but not limited to, Special Districts, Utility Service Providers, and Quasi-Public Stakeholders*) what your project entails. You will be communicating in writing your detailed intentions, goals and the program of your land use proposal. This can also be very helpful information for mailed public notices, should your project be one which must proceed to Public Hearing before the City's Planning Commission and City Council. It can help describe the project to the recommending and approving bodies of Planning Commission and City Council.

The goal of your project narrative should be to draft a summary that is as brief as possible while addressing the major facets of your project in as thorough a manner as possible. Depending upon the complexity of your project, this may take only page, or it could require several. Our best recommendation is not to provide a project narrative longer than you would be comfortable reading, if you were learning of this project for the first time.

What to say:

Essentially, the Project Narrative should begin with the basics of the proposal: what is the application type you are seeking approval for? Where is it located? What currently exists on the site (*even if the site is currently vacant, does it have topography or native vegetation of note*)? How is the site zoned, and how large is it? What uses exist on surrounding properties?

Next, you should describe the proposal itself:

- If this is a rezoning, what zone district is being requested, and why? How does this zoning consistent with the City's Comprehensive Plan recommendations for land uses in your area?
- If this is a subdivision, describe the end configuration of the subdivision in terms of number of lots, access, and uses internally. How are pedestrian movements to be accommodated? Does this proposal meet the City's development standards for new subdivisions?
- If this is a site plan, include specifics on the size and use of the building, parking requirements and where it is gaining access. Is there adequate parking? Is landscaping being used to effectively break up the massing of the parking areas? How is this site plan consistent with the City's criteria for site plans as expressed in the municipal code?
- And on discretionary uses, such as Conditional Use Permits and Special Review Uses, address any evaluative criteria specified in the City's Zoning Code for approval. Is this project expected to create

any land use conflicts with existing uses in the general neighborhood? If so, what strategies are to be utilized to mitigate these conflicts?

Remember, this is your case to describe your project in writing to someone who has no idea what you are seeking to do.

Format:

Whether the Project Narrative is put on an official letterhead or not, the narrative should be composed in Microsoft Word (or a program compatible with Word,) or as a PDF document.

As always, if you have questions, feel free to contact the City Planner's Office.



City of Cañon City

Community Development Department
Planning & Zoning Division

Glossary of Land Development Terms

Accessory Building or Use:

A building or use which:

1. is subordinate to, and serves a, principle building or use;
2. is subordinate in area, extent, or purpose to the principal building or use;
3. contributes to the comfort, convenience or necessity of occupants of the principal building or use; and,
4. is located on the same lot, or an adjacent lot within the same zoning district.

Conditional Use:

A type of discretionary use under zoning which can potentially create conflict with surrounding uses. In Cañon City, a permit to grant approval for a Conditional Use can be administratively granted, but may come with limitations on certain facets of the use to mitigate those land use conflicts.

Euclidean Zoning:

Zoning as defined within a Zoning or Land Use Code which explicitly lists uses by right, conditional uses, and special review uses. It also creates height and setback limitations, and will be specifically broken into a category of residential, commercial, industrial, park and open space character and intent. The term originates from a 1926 US Supreme Court Decision (*"Village of Euclid, Ohio v. Ambler Realty Company,"* 272 US 365) in which the Court held that zoning is a valid expression of local government's police powers for the protection of public health, safety and welfare.

Floor area ratio:

The ratio of floor area permitted on a zoning lot to the size of the lot. FAR provisions may be used in combination with other bulk regulations, such as bulk planes, open space, and building spacing requirements. When used alone, they give developers great flexibility in deciding whether to build a low building covering most of the lot or a high building covering only a small part of the lot or, in some places, a combination of buildings, so long as the total allowed is not exceeded.

Hardship:

An unusual situation on the part of an individual property owner that will not permit the full utilization of property that is given to others within the community. A hardship exists only when it is not self-created or when it is not economic in nature. A true hardship exists only when the literal interpretation of the requirements of the ordinance would place an individual in an unusual circumstance and would deny the right to use property for any purpose, or create an unnecessary burden, unless relief is granted. (This criteria is an essential requirement for granting a Variance request. See "Variance," below.)

Master Plan:

A comprehensive plan for the physical, social, economic, and environmental development of the municipality, including studies of land use, circulation, etc. and a report presenting the objectives, assumptions, standards, and principles that are embodied in the various interlocking portions of the plan. A master plan is usually a composite of one or more mapped or written proposals recommending development policies for the municipality which is adopted by the planning commission, either as a whole or in part, after public hearing. A master plan may include proposals for various stages in the future development of the community.

Mixed-use Zoning:

Zoning that permits a combination of usually separated uses within a single development. In Cañon City, Planned Unit Development (PUD) and Planned Development District (PDD) developments specify permitted combinations of various residential types and commercial or light industrial/office uses.

Planned Development District (PDD):

A type of zone district recognized in Cañon City in which a variety of different kinds of uses (residential involving various densities, park/recreation/open space, commercial retail and office, light industrial and community facility) can be organized on a large parcel. These provisions for use, including height limits, minimum setbacks and densities are unique and customized to the parcel being zoned. In that respect, they differ greatly from single purpose Euclidean zone districts.

PDD Zone Districts are adopted by ordinance and recorded, and require two components:

A map, indicating how the internal arrangement of land use areas are to be laid out, how they are to be accessed by collector and arterial classification roadways, linkages between internal active and passive recreational use areas, and a clear method for identifying each internal land use area; and,

A written guide which includes the instructions for each internal land use area pertaining to permitted, conditional and special review uses, height and setback limits, density or floor area ratio limits, and any design requirements to be imposed as a matter of zoning.

Planned Unit Development (PUD):

An overlay type of zoning for a specific parcel which also incorporates aspects of subdivision review into its process. In Cañon City, a PUD overlay can allow for different setbacks, modified street sections, minimum lot sizes, greater density and a broader mix of uses than would otherwise be allowed within the underlying Euclidean zoning. PUD applications are broken into Preliminary PUD, and Final PUD, both of which require approval as part of Public Hearings before Planning Commission and City Council. An approved PUD has a lifespan of 60 months (5 years) for a building permit to be issued, or the approval lapses, and the zoning reverts back to the Euclidean zoning the site held prior to the PUD approval.

Like the PDD zoning district (described above), the PUD overlay district will come with both a map/subdivision proposal, and a written guide providing instructions for how internal uses are to be organized and limited.

Principal Use:

The main use of land or structures as distinguished from a secondary or accessory use. A house is a principal use in a residential area; a garage or pool is an accessory use. Zoning ordinances will often establish a general rule that only one principal structure or use will be permitted on each lot.

Site Plan:

A plan, drawn to scale, of a non-Single Family Residential, Commercial, Light Industrial or Office project. This plan will show the locations of structures, vehicular and bicycle parking, internal vehicular and pedestrian circulation systems, access and egress locations to surrounding rights-of-way, landscaped areas, photometric evaluation, and the location of similar physical improvements on adjacent lots. The Site Plan also includes color elevation renderings for all buildings and structures proposed for a development including trash enclosure structures.

Special Review Use:

A type of discretionary use under zoning which requires the review and approval by both Planning Commission and City Council as part of a Public Hearing to ensure that any adverse impacts upon adjacent land uses, structures, public services and public facilities generated by the requested use can be, and are, mitigated.

Subdivision:

The process (and the result) of dividing a parcel of raw land into smaller buildable lots, blocks, streets, open space, and public areas, and the designation of the location of utilities and other improvements. Cañon City has several different types of subdivision processes depending upon the size of the property, the complexity of the proposal, the number of lots proposed for creation, and whether public improvements will be required to serve the subdivision.

Use-by-right:

Uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance, as a result, is largely self-enforcing because no flexibility is involved and no discretion occurs in its administration. Ex; a single-family zone would allow single-family detached residences as of right; so long as site development standards are met (height, yards, bulk) the zoning permit must be granted.

Variance:

A mechanism that grants a property owner relief from certain provisions of a zoning ordinance when, because of the particular physical surrounding, shape, or topographical condition of the property, compliance would result in a particular hardship upon the owner, as distinguished from a mere inconvenience or a desire to make more money. (See "Hardship," above.)

A variance may be granted to reduce minimum yard or setback requirements, or the number of parking or loading spaces, or to increase the permitted size of a sign. In Cañon City, authority to grant variances is vested in the Board Of Adjustment.

Zoning district:

A geographic area in which the designation of the zoning ordinance sets forth requirements dealing with all uses that may be conducted therein. A zoning district is a part of the community that has an indicated boundary on the zoning map and to which the provisions of the ordinance apply. The theory is that each property and each person within a given zoning district must be treated alike. There can be no discrimination between individuals within the district itself.