



COLORADO SPRINGS PLANNING

Land Use Review

Annexation Post-Petition Application Requirements

Annexation Post-Petition Application Requirements

This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. *The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403:* All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

The following items will need to be submitted for review of an Annexation Application. Note that this Annexation Application Checklist is submitted after the Annexation Petition has been accepted by the Land Use Review Division, City Attorney, and City Council.

General Requirements

- [General Applicant and Owner Acknowledgement Form](#)

Copies of a Project Statement identifying the following:

- A clear description of the proposed development. If this is an amendment, describe the changes proposed from the currently approved plan;
- A Justification based on the review criteria addressing why the proposed project should be approved;
- and An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the approved development plan.

- Pre-Application Meeting Summary from the assigned City Planner

- Vicinity Map showing the parcel outlined with adjacent streets within the neighborhood

- Annexation Petition

- Legal Description of the boundaries of the proposed area to be annexed. Subdivision names must be noted as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included.

- Vicinity Map showing the parcel outlined with adjacent streets within the neighborhood

- [Mineral Estates Owner Notification Certification](#)

- Fiscal Information Impact Analysis for projects in which a Fiscal Impact Analysis is not required as part of a Master Plan submission. For small projects and projects of limited impact, the FIA information may be waived with an FIA completed by City staff utilizing base information and comments provided by City agencies.

- Submittal of Master Plan, Zone Change, Concept Plan, and/or Development Plan.



COLORADO SPRINGS PLANNING

Land Use Review

Annexation Post-Petition Application Requirements

Plan Contents

2020 Land Use Map Amendment Graphic

- Provide a graphic illustrating the proposed land use designations used in the 2020 Land Use Map.
- As part of the approval of the annexation, the applicant will provide a final 2020 Land Use Map graphic reflecting any changes as a result of the review and approval process.

Review Criteria

7.5.701 Annexation of Land

7.5.701.C. Conditions for Annexation

1. To assist the City Council in its decision, each proposal for annexation shall be studied to determine whether:
 - a. The area proposed to be annexed is a logical extension of the City's boundary;
 - b. The development of the area proposed to be annexed will be beneficial to the City. Financial considerations, although important, are not the only criteria and shall not be the sole measure of benefit to the City;
 - c. There is a projected available water surplus at the time of request;
 - d. The existing and projected water facilities and/or wastewater facilities of the City are expected to be sufficient for the present and projected needs for the foreseeable future to serve all present users whether within or outside the corporate limits of the City;
 - e. The annexation can be effected at the time the utilities are extended or at some time in the future;
 - f. The City shall require as a condition of annexation the transfer of title to all ground water underlying the land proposed to be annexed. Should such ground water be separated from the land or otherwise be unavailable for transfer to the City, the City, at its discretion, may either refuse annexation or require payment commensurate with the value of such ground water as a condition of annexation. The value of such ground water shall be determined by the Utilities based on market conditions as presently exist;
 - g. All rights of way or easements required by the Utilities necessary to serve the proposed annexation, to serve beyond the annexation, and for system integrity, shall be granted to the Utilities. Utilities, at the time of utility system development, shall determine such rights of way and easements;
 - h. If the proposed annexation to the City overlaps an existing service area of another utility, the applicant shall petition the PUC (Public Utilities Commission) or other governing authority to revise the service area such that the new service area will be contiguous to the new corporate boundary of the City.
2. After the foregoing have been studied in such depth as the City Council shall require, the City Council in its discretion may annex or not annex the proposed area. In the event the City Council chooses to annex, it may require a contemporary annexation agreement specifying the installation and the time of installation of certain public and utility improvements, both on site and off site, that are required or not required under this Zoning Code. City Council may specify such other requirements, as it deems necessary. In the event the City Council chooses not to annex, utilities shall not be extended unless Council is assured that an agreement for annexation can be enforced, and that the remaining provisions of this section for annexation subsequent to extension of utilities have been met.