



ANNEXATION

Petition Instructions

Staff Use Only	
Application Number:	_____
Project Name:	_____
Admin. Fees Received: \$	_____
By: _____ Date: _____	
Complete:	Y N
Zoning Requested:	Y N
Zoning Application Number:	_____

One (1) original and three (3) copies of the following should be delivered to the Town Clerk with a completed Land Use Application Form (marked for Petition and, if applicable, Zoning). Original signatures should be in blue ink. All copies should be collated, tabbed and secured by a binder clip. Copies to be filed with the Routt County Clerk (marked w/*) must have 1 inch margins.

1. Letter to Town Board requesting annexation to the Town of Hayden, signed by property owner or representative.
2. Copy of executed agreement for payment of development review expenses incurred by the Town.
3. Annexation Agreement. *
4. Petition for Annexation.
5. Annexation Map. *
Submit 4 paper copies, sized 24" x 36" meeting all technical drawing requirements of Hayden Town Code (16.13.090).
6. Concept Plan Map. *
Submit 5 paper copies sized 24" x 36", and 15 reduced copies at 11" x 17" meeting all technical drawing requirements of Hayden Town Code (Section 16.13.100).
8. AutoCAD™ Drawing File (release 12 or higher) or file meeting CommunityViz drawing requirements.
Submit annexation map(s), concept plan map, existing conditions map & title sheets and all fonts used, on an acceptable form of electronic transfer.
9. Word Processing File.
Submit legal description, annexation impact report & Town Comprehensive Plan Project Summary in acceptable form of electronic transfer.
10. Title Commitment current within 30 days of submittal of Annexation Petition.
11. Mailing Labels, as identified in Hayden Town Code 16.13.060.
12. Paid property tax statement for prior year for all property to be annexed.
13. Annexation Assessment Report as described in Hayden Town Code 16.13.070.B.13.
14. Water Rights Report, including signed warranty deed(s) as specified in Hayden Town Code 16.13.070B.11.
15. Zoning. (See Hayden Municipal Code 16.03).
If zoning is requested simultaneously with annexation, please attach a completed zoning application, proposed zoning map and zoning application and recording fees.
16. Letters of Support.
Attach letters from all special districts servicing, or proposed to service, the area to be annexed.

Note: The Town must certify this application is complete and compliant with all submittal requirements or reject it as incomplete. Applicants will be notified of any deficiencies in the submittal. Incomplete submissions will not be processed or referred to the Board.

For additional information regarding Annexation, see Hayden Municipal Code Chapter 16, Article 13.