



ANNEXATION

<u>Staff Use Only</u>	
Application Number:	_____
Project Name:	_____
Fees Paid: \$	_____
Received By:	_____
Date:	_____
Complete:	Y N
Admin. Fees Due: \$	_____
Invoice Sent To Applicant On:	_____
	By: _____

Application Instructions

Prior to making a petition to annex land to the Town of Hayden, a pre-application conference with Town Staff is required. Please call (970)276-3741 to schedule this conference. After the conference, the following information should be submitted with a letter requesting annexation to the Town of Hayden.

		<u>STAFF USE ONLY</u>	
1.	Application Fee of \$1,000.00 payable by cash, check or money order.	Y	N
2.	Completed Town of Hayden Land Use application form marked for annexation.	Y	N
3.	<u>Project narrative. Please provide the following:</u>	2 copies	
	A. Written legal description and map of property and its surroundings.	Y	N
	B. Requested zoning classification(s).	Y	N
	C. Assessment of impact of the proposed development on existing services and public facilities.	Y	N
	D. Development concept plan describing the desired use of the property.	Y	N
	E. Any known hazards due to topography, geology or hydrology on the property.	Y	N
	F. Sources of water, sanitary sewer and other utilities to be used to serve the property.	Y	N
	G. Any terms proposed for the Annexation Agreement.	Y	N
	H. Other information as identified and requested at the pre-application meeting.	Y	N
4.	Deposit for professional and administrative services. (\$2,500.00 payable by check) and signed agreement for reimbursement of Town expenses related to Annexation and Zoning.	Y	N
<p>Note: After receiving the application, Town Staff will evaluate the proposal according to the criteria set out in Article 13 of the Hayden Land Use Code. If the annexation meets those criteria, Staff will work with the applicant to draft an Annexation Agreement to be submitted with a formal Annexation Petition.</p>			