



337 E. Bennett Ave, PO Box 430, Cripple Creek, CO 80813 (719) 689-3588 Fax 689-3288

**APPLICATION FOR ANNEXATION**

DATE FILED \_\_\_\_\_  
FEE RECEIVED \_\_\_\_\_  
NOTIFICATION # \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY or ATTACH LEGAL DESCRIPTION: \_\_\_\_\_

PROPOSED ZONING \_\_\_\_\_

I hereby certify that I am the owner of the property, or am authorized by the owner as the applicant named herein, that I understand the attached instructions with respect to preparing and filing this request, and that the foregoing statements are true and accurate to the best of my knowledge.\*

_____	_____	_____	_____
Applicant	Date	Applicant	Date

\* If applicant is not the owner attach a letter of authorization.

**PLANNING COMMISSION RECOMMENDATIONS:**

HEARING DATE: \_\_\_\_\_ RECOMMENDATIONS: \_\_\_\_\_

**CITY COUNCIL ACTION:**

HEARING DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ /DENIED: \_\_\_\_\_

**CITY OF CRIPPLE CREEK**  
**Community Planning & Development**

**ANNEXATION REGULATIONS**

The applicant must submit a written application for Annexation through the City Clerk to the Planning Commission. The application shall be in accordance with the Municipal Annexation Act of 1965, C.R.S. § 31-12-101, et seq. (the “Annexation Act”).

The landowners of land comprising more than 50 percent of an area eligible for annexation, excluding streets and alleys, may petition the City Board for annexation. See C.R.S. § 31-12-107(1)(a) and Colo. Const. art. II, § 30(1)(b). In addition, more than 50 percent of the landowners in the proposed area must sign the petition. Id. The petition is filed with the City Clerk. The City Board then must determine whether the petition is in substantial compliance with the petition requirements set forth in the Annexation Act C.R.S. § 31-12-107(1)(f). Such determination would result in the adoption of a resolution of substantial compliance, provided that the Board finds that the petition meets the following requirements:

- (1) An allegation that is desirable and necessary that such area be annexed to the municipality;
- (2) An allegation that the requirements of sections 31-12-104 and 31-12-105 exist or have been met;
- (3) An allegation that the signers of the petition comprise the landowners of more than fifty percent of the territory included in the area proposed to be annexed, exclusive of streets and alleys;
- (4) A request that the annexing municipality approve the annexation of the area proposed to be annexed;
- (5) The signatures of such landowners;
- (6) The mailing address of each such signer;
- (7) The legal description of the land owned by such a signer;
- (8) The date of signing of each signature; and
- (9) The affidavit of each circulator of such petition, whether consisting of one or more sheets, that each signature therein is the signature of the person whose name it purports to be.

Accompanying the petition must be four copies of an annexation map containing the following information:

- (1) A written legal description of the boundaries of the area proposed to be annexed;
- (2) A map showing the boundary of the area proposed to be annexed;
- (3) Within the annexation boundary map, a showing of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks; and
- (4) Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the annexing municipality and the contiguous boundary of any other municipality abutting the proposed area to be annexed.

The following are preliminary steps for an Annexation Application:

- 1) Meet with the Planning Department to discuss the Annexation request.
- 2) Submit a complete Annexation application with \$300.00 application fee.
- 3) The Planning Department will review all submitted documents for completeness and accuracy.
- 4) The City Clerk will present the annexation petition and a resolution initiating the annexation to the City Council, who will establish a date for a public hearing. The Annexation application must be submitted at least fifteen days prior to the presentation of any annexation petition to the City Council, along with a minimum of fifteen copies of the master plan and annexation map, and a minimum of five copies of all required supportive information.
- 5) The City publishes notice of the public hearing by publishing the resolution of substantial compliance once a week for four successive weeks (five publications). In addition, a copy of the published notice is sent by registered mail to the clerk of the board of county commissioners, the county attorney, and to any special district or school district having territory within the area to be annexed. This mailed notice must be sent no later than twenty-five days prior to the hearing.
- 6) Upon acceptance of the annexation petition by the City Council, the Planning Department will send copies of the annexation map and master plan to local service agencies and other interested entities.
- 7) The Planning Commission will review the annexation map, master plan, and zoning request, and will submit a written recommendation to the City Council. The City Council is the final decision-making body. The applicant or a designated representative should be present at both hearing dates.
- 8) Applicable municipalities enter into annexation agreements with the applicant.
- 9) The newly annexed land must be zoned within ninety days of annexation.

Note: The steps listed above are from the City of Cripple Creek Municipal Code, Chapter 15, Article 1. A copy of the ordinances can be obtained from the Office of the City Clerk. More information can be obtained by calling 719-689-3905.

All Petitions for Annexation must be approved by the Planning Commission and the City Council at Public Hearings. The City shall compose a NOTICE OF PUBLIC HEARING containing the following information: Name of Applicant; Legal description of property; Zoning requested; Dates and location for Planning Commission and City Council Hearings; Location and phone number of public office where additional information may be obtained. The City shall be responsible for submitting this NOTICE for publication in The Gold Rush newspaper not more than 30 days or less than 10 days prior to the Planning Commission and City Council hearing dates. The applicant shall be responsible for posting this NOTICE OF PUBLIC HEARING on the subject property at least 14 days prior to the Planning Commission Hearing date. This sign must be at least TWO SQUARE FEET in size with lettering at least one inch in height.

In addition, the applicant shall be responsible for providing a list of property owners within 300 feet of the subject property to the City Clerk prior to hearings. The County Assessor's Office, located at 101 W. Bennett Ave. (719-689-2941), will provide a list. The applicant must either contact said property owners to obtain their comments and signatures regarding the proposed annexation on the application form, or must mail a copy of the NOTICE to the respective owners by certified letter with return receipt requested. All green certified return cards must be returned to the City of Cripple Creek Planning Department, P.O. Box 430, Cripple Creek, CO 80813 and include the Notification number in the lower right-hand corner of the green card. At the time of application, the applicant must provide proof that neighboring property owners have been contacted or that certified letter has been sent to them.