



Economic & Community Development Department  
 101 W. 8<sup>th</sup> Street  
 Glenwood Springs, CO 81601  
 (970) 384-6411

*For office use:*  
 Pre-application Meeting Date: \_\_\_\_\_ Planning File #: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Lead Planner: \_\_\_\_\_

**Annexation – 070.060.040(d)**

**Application Checklist**

During or shortly following your pre-application meeting, you will receive this checklist noting all of the materials that the City will need to process your annexation application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	<b>Planning Application</b> – completed in full and signed by applicant and all property owners of record				√			
2	<b>Ownership</b> - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice				√			
3	<b>Project Description</b> – narrative describing the annexation and addressing how the annexation plan conforms to applicable state statutes as well as Glenwood Springs’ annexation policies including the Comprehensive Plan. Reference 070.060.050				√			

4	<b>Public Noticing</b> – signed and notarized affidavit proof of public notice including mineral estate owner notification					Refer to Public Noticing Packet		
5	<b>Complete Plan Set including:</b>				√			
	Cover Sheet							
	Site Plan							
6	<b>Petition for Annexation-</b> per C.R.S. 31-12-107	√			√			
7	<b>Annexation Map-</b> depict contiguity required per C.R.S. 31-13-104				√			
8	<b>Concept Plan-</b> show the general development intent for the area to be annexed including the proposed land uses				√			
9	<b>Pre-annexation Agreement-draft</b>	√			√			
10	<b>Annexation Agreement-draft</b>	√			√			
11	<b>Annexation Impact Report</b>				√			
12	<b>Fee</b>	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
13	<b>Other Materials</b>							



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**Complete Plan Set: Cover Sheet**

The cover sheet must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>General Plan Items (to be included on all sheets)</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		<b><u>Formatting Requirements:</u></b>		
		All drawings shall be submitted in both hard copy and electronic (PDF) formats.		
		Sheet sizes shall be a minimum of 11" x 17" and a maximum of 24" x 36" with a ½" border in landscape orientation.		
		Symbols and line types shall comply with industry drafting standards and shall graphically distinguish between existing and proposed items.		
		Text shall be no less than 0.1 inch in height.		
		Property boundary lines of the subject property shall be depicted with a bold "phantom" linetype.		
		Utilize match lines to connect information from drawings.		
		<b><u>General Information to be included on all civil sheets:</u></b>		
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar (i.e. 1" = 20' or 1" = 40')		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		

<b>Cover Sheet</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Vicinity map.		
		Basis of bearings & benchmarks.		
		FEMA floodplain statement including community map number and date. Indicate whether the site is located within a designated floodplain.		
		Geologic hazards disclosure. "This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. Hazards to note are _____. A final Geologic Hazard Report will be submitted upon application of a building permit.		
		If property is located within an airport overlay zone, the following note must be included		

	on the cover sheet: “The avigation easement dedicated herein for public avigation purposes, shall be considered a public easement subject to those terms and conditions specified on the instrument recorded at _____ of the records of Garfield County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect.”		
	Index for all sheets included in submittal set.		
	<b>Public Facilities</b> – A note shall be placed on the site plan that makes reference to the public facility requirements for the installation and construction and/or contributions.		
	<b>Project Summary Table</b> – Use the table format below to provide data about the proposed project. Make sure to complete all applicable cells.		

### Project Summary Table

Project Description					
<b>Lot Size Information</b>	Acres	Square feet	<b>Lot Coverage</b>	Existing (Sq Ft & %)	Proposed (Sq. Ft. & %)
<b>Limits of Disturbance</b>	Existing (Sq & %)	Proposed (Sq. Ft. & %)	<b>Average Slope within Limits of Disturbance</b>	Percentage %	
<b>Off-street Parking Spaces</b>	Existing # Vehicle Spaces	Proposed # Vehicle Spaces	<b>Bicycle Parking</b>	Existing # Spaces	Proposed # Spaces
<b>Residential Units</b>	# Existing Units	# Proposed Units	<b>Non-residential Uses</b>	Type of Use(s)	Gross Floor Area (Sq. Ft.)
<b>Open Space</b>	Existing (Sq ft & %)	Proposed (Sq Ft & %)	<b>Total Landscaped area</b>	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
<b>Building Height</b>	Existing	Proposed	<b>Total Impervious Area</b>	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
<b>Snow Storage</b>	Required (sq ft)	Proposed (sq ft)	<b>Other</b>		



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### Complete Plan Set: Site Plan

The Site Plan must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>Site Plan</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed improvements including, without limitation, all of the following: grading; circulation systems (sidewalks, trails, roadways); parking areas & driveway locations; floodways and floodplains; street lights; curbs & gutters; traffic signal poles and controllers; fire hydrant locations; pavement edges; open space; and landscaping.		
		Depict existing and proposed utilities (gas, electric, cable, fiber optics, raw water, water, sewer) and include sizing. Note: Depending on the amount of detail on the site plan, the utilities may be shown on a separate plan sheet.		
		Depict existing and proposed buildings and structures. Label uses and square footages.		
		Depict existing and proposed circulation systems (sidewalks, trails, roadways, driveways, curb cuts, parking areas). Include widths and surface material information. Provide parking count, space dimensions, and identify all ADA parking spaces. Include curb return radii; ADA ramp locations; horizontal curve data; full width of right of way; intersecting roadways; street cross sections; and other relevant features along all roadways abutting the proposed development. Show bicycle parking location and quantity. Indicate all loading and vehicular stacking areas, as applicable.		
		Depict existing and proposed drainage facilities including inlets, manholes, and stormwater outfalls. Include directional drainage flow arrows.		
		Label all existing and proposed easements. Provide width and purpose of easement (utility, access, etc.)		
		Indicate required setbacks.		
		Indicate high water setback for developments bordering the Roaring Fork or Colorado rivers.		
		Depict sight triangles for all access points.		
		Depict type, material, height for all fences and retaining walls. Label top and bottom of all retaining walls.		
		Depict trash enclosure locations. Provide enclosure material and height details.		
		Label accessible route from the public right of way or primary access to the proposed building public entrance. Label distance from closest property line to the building.		
		Label snow storage areas.		