



*Dedicated to building a
desirable, resilient and safe
community*



Community Development Department

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Office Hours: Monday – Friday 8:00 a.m. to
5:00 p.m.

ANNEXATION REQUEST

General Explanation

Annexation of unincorporated land is a statutory procedure by which municipal corporations expand and grow. Eligibility is determined according to state standards. The State of Colorado has determined what land is eligible for annexation and has set out standards, limitations and procedures which require strict compliance by both the potential annexee and the town. State requirements governing annexation are found in the general statutes of the State of Colorado and should be examined in detail before any other step is taken.

When it has been shown to the town that land is eligible for annexation according to state standards, the town determines whether the area is suitable for annexation. Suitability is determined according to Town policies and standards.

Review Process

The Planning Commission and Town Council hear annexation petitions. Their review will focus on compliance with the general statutes of the State of Colorado governing the annexation of land and compliance with the policies and standards set forth in Section 6 of the Town Code.

Completed annexation petitions, together with required fees, must be filed with the Town Clerk, who will refer the petition to the Town Manager. The Town Manager will refer the petition to the Town Attorney, who will advise the Town Council of the legal sufficiency of the petition. If the petition is found to be inaccurate or incomplete, the Town Attorney will advise the petitioner or their representative. When the petition is found by the Town Attorney to be legally sufficient, the Town Council may initiate the annexation proceedings in accordance with State statutes.

The Community Development Department will forward the petition and all accompanying documents to referral agencies. After review by all referral agencies, the Community Development Department will refer the petition, zoning request and any other development application requests to the Planning Commission. The Planning Commission will review the proposal at a public meeting. In reviewing the annexation petition and accompanying documents, the Planning Commission will determine the nature and extent of any problems and benefits which are likely to occur as a result of the proposed annexation and, make its findings known to the Town Council in the form of a recommendation. The Planning Commission shall recommend approval or disapproval of the annexation for stated reasons.

Before final passage of an ordinance accomplishing any annexation, the petitioner must deposit with the Town of Frisco such bond, moneys and/or executed agreements, in the opinion of the Town Council, that is adequate to ensure the performance of commitments agreed to should the annexation be completed.

Upon approval of an ordinance accomplishing an annexation, the Town Council will direct the filing for the record of such documents as are required by the applicable laws of the State of Colorado, Summit County and the Town of Frisco.

Submittal Requirements

1. Pre-application Conference

Prior to submitting a petition for annexation, the petitioner shall meet with the Town of Frisco Community Development Department to discuss the general concept for the proposed annexation.

2. Application Fee

- \$1850 fee. Major revisions to the original submittal will require an additional fee.
- \$1500 development review account (DRA) deposit for technical review plus an amount per acre or per unit determined by the Director of Community Development is required. See page 3 for more information

3. Written Materials

Submit 15 copies of the Annexation petition and associated maps and materials to the Planning Division. (Note: One copy may be submitted initially for completeness check; a total of 15 copies will be required at the end of the completeness check.)

All requests for annexation shall be addressed to the Planning Commission and Town Council and shall include the following information:

Paper copy of the map in compliance with the requirements of the general statutes of the State of Colorado governing the annexation of the land. The required map shall be at a scale sufficient to clearly show the details required by statute.

The information addressing the requirements for annexation impact reports as set forth in the State statutes;

Information concerning the characteristics of the area, including but not limited to the following:

- Geologic hazards
- Floodplain hazards
- Wildlife hazards
- Mineral resources
- Wildlife resources (flora and fauna)
- Historical and archeological resources
- Wetlands

Information addressing the short-term and long-term costs and benefits to the area proposed for annexation and to the Town of Frisco

A written application for utility service, including the following preliminary information:

- Description of the area proposed to be served
- Description of the proposed development
- Proposed timing of the development
- Probable flow requirements

Such other information or studies as may be requested by the Community Development Department, including but not limited to a comprehensive traffic study.

DEVELOPMENT REVIEW ACCOUNT (DRA) INFORMATION

A development review account (DRA) is an account established for Planning Division applications that may incur legal, engineering or other similar technical fees for review and consultation incurred by the Town.

A DRA must be established at the time an application is filed, and an initial deposit of \$800 is required. For large project and annexation applications, a minimum deposit of \$1,500 is required. A large project is defined as any commercial or mixed use project occurring on a lot of 10,500 square feet or greater or occurring on a group of lots combined for a unified development project and contains collectively 10,500 square feet or greater or any residential development occurring on a lot of 21,000 square feet or greater or any development of 5 or more dwelling units.

The initial payment to set-up a DRA is not a guarantee of the final cost for legal and/or technical fees; it is only the minimum amount required to establish a DRA. The Town will notify the applicant of any deficiency in the DRA account balance as often as applicable. No plan approval will be given if the applicant does not have the minimum DRA balance, and no application shall be scheduled on an agenda or reviewed until such payment has been made.

Once costs have been incurred, there will be approximately four months from the date of the review activity for the Town records to reflect the actual costs. Descriptions of all review activities are available upon request.

After final approval of an application, including all associated conditions that may require site inspections and/or other follow-up review, or upon a request for return of DRA funds, the Town will determine the balance remaining in the account. This amount can only be calculated after all bills associated with the application are submitted to the Town. All funds in the account over the costs incurred by the Town will be returned to the applicant.



ANNEXATION REQUEST FORM

<i>For Office Use Only</i>	
File Number:	Receipt #:
Application Fee \$:	DRA Fee \$:

Applicant Information:

Name of Petitioner	Phone Number
Mailing Address	Email
Owner Name (if different than petitioner)	Phone Number
Mailing Address	Email

Project Information:

Name of Development (if applicable)		Address	
Lot	Block	Subdivision	
Section	Township	Range	
Current County Zoning	Proposed Frisco Zoning	Number of Lots	
Number of Lots	Number of Units	Total Site Area	

CERTIFICATION

I, the undersigned authorize the Community Development Department to proceed with processing this application under the requirements set by the Town of Frisco Zoning Ordinance and other pertaining town codes. The accuracy of this information is the responsibility of the applicant and any improper notification caused by incorrect information can result in delayed processing of this application. Only complete applications will receive consideration for approval.

- A statement by the owner(s) with the owner's signature consenting to this application must be submitted with the application if applicant is different than the owner.

Applicant Name (Please Print)	Title
Applicant Signature	Date