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## PLANNING DIVISION INFORMATION FOR ANNEXATION SUBMITTALS

The following is an overview of the information required for Town of Frisco review of a proposed annexation. 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.

Prior to submitting a petition for annexation, the petitioner shall meet with the Planning Division to discuss the general concept for the proposed annexation. All annexation petitions shall be accompanied by a written zoning request that shall fully explain the uses and intensities of uses proposed for the land included in the annexation petition. Please contact the Planning Department for submittal deadlines.

**To help answer questions related to annexation, contact a planner to review the proposal prior to the submission of any plans or applications.** Code regulations can be found on-line at [www.townoffrisco.com](http://www.townoffrisco.com).

### **Submittal Requirements**

Complete the annexation petition (attached). Submit the annexation petition, map, draft annexation agreement and additional information to the Frisco Community Development Department.

1. 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.)*
2. 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 & 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.

3. An application fee of \$1,700 and \$50 public noticing/publication fee are required for review. Major revisions to the original submittal will require an additional fee.
4. A Development Review Account (DRA) of at least \$1,500 + an amount per acre or per unit determined by the Director of Community Development is required for technical review. Please see the DRA information sheet for more details.

### **Compliance with Additional Requirements**

In addition to the policies and standards set forth in Section 6 of the Town Code, any potential annexee must comply with related state and local development laws including the following:

1. **Streets**. Any existing streets on the parcel to be annexed or any proposed new streets shall be improved so that they meet the minimum standards for the design and construction of street improvements set forth in the Frisco Town Code § 155.
2. **Zoning**. All annexation petitions shall be accompanied by a written zoning request in compliance with Frisco Town Code § 180-48B, which shall fully explain the uses and intensities of uses proposed for the land included in the annexation petition. Any request for zoning shall comply with the Town's Master Plan goals and implementation measures and existing ordinances and regulations.
3. **Waivers**. When considering annexation petitions for territory previously subdivided in the county the Planning Commission and the Town Council may upon submission by the petitioner of a separate written request, consider waiving or reducing one (1) or more of the development standards set forth in the Frisco Town Code. Finding must be made that said waiver or reduction meets the criteria set forth in § 6-5C of the Town Code.

### **Review Process**

1. Completed annexation petitions, together with required fees, shall 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 shall 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 so 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.
2. The Community Development Department will forward the petition and all accompanying documents to:
  - a. Public Works Department & Sanitation District. If the Sanitation District indicates they are inclined to provide service, then an engineering feasibility study will be made at the applicant's expense.
  - b. All other standard Town referral agencies.
3. After review by all referral agencies, the Community Development Department shall refer the petition, zoning request and any other development application requests to the Planning Commission. The Planning Commission shall review the proposal at a public meeting. In reviewing the annexation petition and accompanying documents, the Planning Commission shall determine the nature and extent of any problems and benefits which are likely to occur as a result of the proposed annexation and, shall 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.
4. Before final passage of an ordinance accomplishing any annexation, the petitioner shall deposit with the Town of Frisco such bond, moneys and/or executed agreements as shall, in the opinion of the Town Council, be adequate to ensure the performance of commitments agreed to should the annexation be completed.
5. Upon approval of an ordinance accomplishing an annexation, the Town Council shall 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.

### **Combining Applications**

Annexation, zoning and related administrative review procedures should progress simultaneously to the extent possible, but are interdependent so that failure of the petitioner(s) to meet any requirement may cause any or all other review processes to be stalled.



**PLANNING DIVISION  
Annexation Petition**

File Number \_\_\_\_\_

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**PETITIONER INFORMATION**

Name of Petitioner \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_  
Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

*Note: If applicant is other than the owner(s), a statement by the owner(s) consenting to this application must be submitted with the application.*

Name of Engineer/Surveyor/Agent \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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**PROJECT INFORMATION**

Name of Development (if applicable) \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Address of property: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Current County Zoning \_\_\_\_\_ Proposed Frisco Zoning \_\_\_\_\_

Number of Lots \_\_\_\_\_ Number of Units \_\_\_\_\_

Total Site Area \_\_\_\_\_

Petitioner's Signature \_\_\_\_\_ Date \_\_\_\_\_