



SUBMITTAL REQUIREMENTS: 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.

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.

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

Please Note: No Annexation Request will be accepted without a pre-application conference shall be held with staff, in accordance with Section 180-2.3.1.

HOW TO APPLY FOR PERMIT:

1. **Request your [CommunityCore](#) login: Email TOFPermits@townoffrisco.com with your name, email, phone number, and address.** Community Development staff will send you an activation link that must be clicked within 5 days to set up your account. Once your account is set up, you can submit your planning application (see step 2).
2. **Submit your planning permit application through [CommunityCore](#) and upload all pertinent documents in PDF format.**

Community development staff will email you when fees are assessed.

Review the submittal list below for applicable plans and documents which shall be submitted online with the Annexation application. Before submitting online, ensure you have all the information below.

1. General Application Information

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| ☐ Project Street Address & Unit Number | ☐ Lot Coverage Information (existing/proposed) |
| ☐ Owner Name/Address | ☐ Parking Spaces (existing/proposed) |
| ☐ Applicant Name/Address | ☐ Lot Coverage (existing/proposed) |
| ☐ Description of Work | ☐ Number of residential units (existing/proposed) |
| ☐ Lot Size (square feet) | ☐ Non-Residential GFA (existing/proposed) |

2. Application Fee (major revisions to the original submittal may require additional fees)

- \$3000 non-refundable application fee. Major revisions to the original submittal will require an additional fee; and,
- 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 Section 2.3.2.D) with an initial deposit of:
 - \$800 DRA for regular projects;

- \$1,500 DRA for large projects

3. Written Materials: Upload a copy of the Annexation petition and associated maps and materials to CommunityCore.

- ☐ 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 should 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.
- ☐ **Additional Materials May Be Requested:**
- ☐ Topographic Survey
 - ☐ An accurate three-dimensional scale model, computer simulation, or other similar graphical representation.
 - ☐ Any other special studies or information needed for the Planning Commission to make an informed decision.