

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Applicant _____

Pre-Submittal Code _____

Submittal Requirements: Annexation To be considered complete, this checklist must accompany a completed application form and include all of the materials listed below. **A pre-submittal meeting is also required** and may be completed in person, over the phone or via email depending on project complexity. Any submittal requirement waiver must be approved by the respective reviewing agency and the approved waiver must be submitted with this application to be considered complete. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

To Be Provided By Applicant						
Submittal Requirements	Paper Size			PDF	Notes	Submitted by Applicant? (✓)
	8.5x11	11x17	24x36			
1	Application —signed by applicant and all property owners	✓			✓	
2	Fee —See fee schedule				Cash, check or credit card. Payable to City of Steamboat Springs.	
3	Proof of Ownership —Routt County Assessor printout or other documentation	✓			✓	
4	Detailed Narrative —detailed description of the project; address approval criteria in Section 725 of the CDC	✓				
5	Complete Plan Set Including:	0	1	1	✓	Collected and folded
	Coversheet					
	Existing Conditions					
6	Petition for Annexation —Per C.R.S. 31-12-107					
7	Statement of Pre-Existing Vested Rights					
8	Draft Pre-Annexation Agreement					
9	Annexation Plat					
10	CAD Files					
11	Other					

See Reverse

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards, unless specifically requesting a variance, and that this application includes all the required materials to be deemed complete. I understand that if this application or any of the aforementioned submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further.

Signature

Date

Example
For Reference Only