



Annexation Checklist

Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Annexation Map: Please upload an Annexation Map that meets the technical requirements of the City of Brighton.

- Document Name: Annexation Map

I verify that I have reviewed the City of Brighton's technical requirements for Annexation Map submittals and that my plans meet said requirements.

A copy of the requirements for the City of Brighton concerning Annexation Map submittals can be found here:

- Annexation Map Template Instructions
2. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application.

At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference.

With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners

3. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.

- Document Name: Proof of Ownership

4. Petition of Annexation: All pages of the annexation petition shall be filled out and signed accordingly. An instruction sheet is attached to the back of the petition that provides step-by-step instructions describing the data, signatures, notaries, and exhibits that are required for an acceptable petition. A copy of the petition can be found here:

- Petition of Annexation Form
- Document Name: Petition of Annexation

5. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

- Document Name: Legal Description

6. ALTA/ASCM Land Title Survey: A land boundary plan prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado. In order to ensure accuracy in the document, it should have been completed within the last year of your application submittal.

- Document Name: ALTA/ASCM Land Title Survey

7. Neighborhood Meeting Minutes: A neighborhood meeting may be required by the Community Development Director. If a meeting is required, please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.

- Document Name: Neighborhood Meeting Minutes

8. Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box: Please state the reason for requesting annexation into the City of Brighton.

9. Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box: What type of zoning will you be requesting with annexation into the City? **10. Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How will you be providing the needed water shares with this property?

11. Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box: Will an expansion or extension of the existing municipal services be required to serve the proposal? If so, how?

12. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** Identify existing districts within the area to be annexed. Relevant or applicable districts may be clarified during the Pre-Application Conference. Please contact City of Brighton Planning staff if you need assistance.

13. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** If the proposed annexation area and zoning district include residential uses, please contact the Brighton 27J School District to discuss the proposed project. Per this discussion, provide a statement generally describing the expected impact upon the school district, such as the estimated number of students generated by the proposal and the future capital facilities required to educate such students.

14. No hard copies are required at the time of project submission.

15. **I understand that by submitting a complete application including all electronic files to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**