

Annexations

CITY OF GUNNISON DEVELOPMENT ASSISTANCE PACKET

This Development Assistance Packet has been prepared for your convenience and assistance in processing land use applications in the City of Gunnison. You should note that this Development Assistance Packet contains excerpts from the City of Gunnison Land Development Code. Please be advised that the City of Gunnison Land Development Code is amended from time to time and such amendments may not be included within the Development Assistance Packet. It is your responsibility to review the entire City of Gunnison Land Development Code and all amendments thereto, which are maintained in the office of the City Clerk, to determine if you have all of the current ordinances related to the City of Gunnison Land Development Code and what effect, if any, the City of Gunnison Land Development Code has on your property, project, or application.

Prepared by the City of Gunnison
Community Development Department
(970) 641-8090

June 2011

City of Gunnison Annexation Policy

RESOLUTION NO. 15 SERIES 2007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, ADOPTING ANNEXATION POLICIES FOR THE CITY OF GUNNISON

WHEREAS, the City Council anticipates the future annexation of lands (developed or undeveloped) into the City of Gunnison boundaries; and

WHEREAS, the City of Gunnison adopted a master plan, entitled, *City of Gunnison Master Plan* on April 25, 2007; and

WHEREAS, the City of Gunnison adopted a code, entitled, *The City of Gunnison Land Development Code* which is used to ensure orderly and safe development within the municipal boundaries; and

WHEREAS, the City of Gunnison adopted a *Three Mile Plan and Urban Growth Boundary, City of Gunnison, Colorado* in December 1997 which provides the means for the City and County to jointly address land use and development issues around the fringe of the City; and

WHEREAS, the City's annexation plan addresses the right to vote or petition on annexation of Article II of the *Colorado Constitution* and the Municipal Annexation Act of 1965 (C.R.S. §31-12-101, as amended); and

WHEREAS, the City Council has developed an Annexation Philosophy set forth and hereto attached as Exhibit A; and

WHEREAS, the City Council has developed Annexation Criteria statements set forth and hereto attached as Exhibit B; and

WHEREAS, the City Council has developed an Annexation Application Process set forth and hereto attached as Exhibit C; and

WHEREAS, the City Council has developed Annexation Application Requirements set forth and hereto attached as Exhibit D; and

WHEREAS, these Exhibits combine to form the Annexation Policies of the City of Gunnison; and

WHEREAS, these Annexation Policies outline annexation type, the annexation petition, the annexation agreement, and minimum submittal requirements for an annexation; and

WHEREAS, important issues to be addressed include, but are not limited to density, zoning, access, utilities, infrastructure, open space, affordable housing, economic analysis, annexation impact report, annexation agreement, subdivision improvements agreement, vesting of development rights, and site plan; and

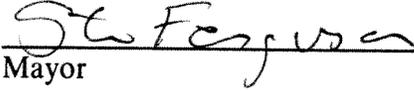
WHEREAS, such Annexation Policies also enable staff, Planning and Zoning Commission, and City Council to review such applications in a more structured manner; hence, reducing the need for multiple meetings to determine the City's specific needs or wants pertaining to such annexation policies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, THAT:

The City Council of the City of Gunnison, Colorado, hereby adopts the Annexation Policies set forth and hereto attached as Exhibits A, B, C and D.

Resolution No 15
Series 2007
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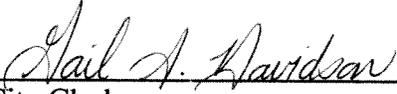
INTRODUCED, READ, PASSED AND ADOPTED at a Special Session meeting of City Council of the City of Gunnison, held this 18th day of December, 2007.



Mayor

(SEAL)

ATTEST:



City Clerk

EXHIBIT A

Annexation Philosophy

The City of Gunnison Annexation Policy is based on the philosophy that annexation can be beneficial when community values are supported, and specifically when:

- **the resulting development pattern is in immediate proximity to the City landspace and facilitates a concentric growth pattern;**

Objectives
Central service delivery <i>The provision of utilities, refuse, police and parks raise service levels for new area annexed.</i>
Utility efficiencies of scale <i>Extension of lines in more concentrated growth areas is more economically feasible.</i>
Transportation connectivity <i>Possibilities for extended street grids and major collector roadways are enhanced.</i>
Compatible land use <i>Ability to review development plans for consistency with city land use needs.</i>
Community Character <i>Consistent uses proposed to match the current community development approach.</i>
Logical growth pattern <i>Ability to create logical expansion of current uses meeting current development standards.</i>

- **it supports sustainable economic viability within the community;**

Objectives
Protection and expansion of sales tax base <i>Increased commercial development provides revenues for services needed by housing.</i>
Economies of scale for service <i>Extension of utilities and street services is accomplished cost effectively with denser development.</i>
Incentives for new business/jobs <i>Added opportunities with retail and industrial space provide for increased commerce.</i>
Increased development opportunity <i>Economic prospects are enhanced with added land development potential.</i>
Housing inventory increased <i>More developable ground dedicated to mixed types of housing to meet community demands.</i>

- **it supports sustainable environmental preservation within the community; and,**

Objectives
Avoidance of sprawl <i>Control of area brought within municipal boundaries may help mitigate sprawl.</i>
Central sanitary services required <i>Proper waste treatment is ensured when denser development occurs within city boundary.</i>
Water quality preserved <i>Control of water, wastewater, and storm water protects water quality.</i>
Reduce impact to fringe areas <i>Expansion of City limits allows control of area on the border of the boundary.</i>
Strive to protect riparian, sage grouse, and other critical habitats found within the 3-mile Area <i>Coordinate with CDOW and land management agencies regarding habitat issues.</i>

- **it supports a sustainable social/political framework within the community.**

Objectives

Larger voting community

Those that live within annexed area are provided opportunities to vote on city issues.

Simplifies governmental access

For those that are on the fringe there would be a consolidation of government interaction.

Increased population increases influence

As a city's population grows there are greater resources to exercise a unified political voice.

Improved services with more users sharing the capital costs

More citizens would share in paying the costs of capital investments.

Public transit possibilities

As city limits expand the need for public transit grows and becomes more viable.

Trail network potential

Undeveloped ground is easier to plan future development than areas already built.

Partnering with other entities

As available resources grow the opportunity to work with other entities grows as well.

EXHIBIT B

Annexation Criteria

In order to achieve the intent of the City's annexation philosophy directives, all annexation petition applications must demonstrate their compatibility with the Criteria statements contained herein. The Planning and Zoning Commission and City Council will use these statements to determine compatibility and develop a basis of fact for either approval or denial for all annexation petition applications. Annexation depends upon the land development plan being acceptable to the City. The City may deny an annexation petition based on the legislative prerogative of the City Council.

- *The City will evaluate proposed annexations in relation to the capacity of community services and facilities to accommodate development to the overall benefit of the City.*
 - The annexation master plan should be established in a manner to minimize the traffic impacts to City residents, businesses, and also promote reduced energy consumption.
 - The annexation of land should minimize the short and long-term costs of providing community services and facilities which benefit the annexed area.
 - Annexation of land should encourage infill development and generally ensure that land is immediately contiguous to other land in the City that is already receiving services. The City's edge should be clearly defined and leapfrog or scattered site developments are to be discouraged.
 - Additional extension of City utilities should not be made outside the city limits without formal approval by the City Council.
 - The annexation of land should be allowed only if a fiscal impact study detailing the economic impacts of the proposed development upon the City of Gunnison has been conducted. At a minimum, the fiscal impact study will address City, School District, Fire District and Western State College impacts.
 - Proposed annexations will be accompanied by an advisory master development plan submittal addressing land use, transportation, cultural and environmental resources, and utilities.
- *The City will give appropriate consideration to the need for open space and critical habitat areas.*
 - Proposed annexations should avoid impacts to critical wildlife habitat.
 - Proposed annexations should avoid impact to wetlands.

- Proposed annexations should preserve ground water recharge areas and avoid development in areas with high ground water.
- Proposed annexations should avoid development within designated flood plains.
- *The City will promote quality developments.*
 - Proposed annexations should allow for the logical extension of existing City streets.
 - Proposed annexation master development plans should identify architectural design parameters for residential, commercial and industrial business that define building mass, form and scale consistent with that of the existing city character, and evoke high quality street front appeal.
 - Proposed annexation master development plans should identify streetscape design parameters for residential, commercial and industrial business that promote pedestrian friendly environments with a richly landscaped character.
 - Proposed annexation should allow for the logical extension of domestic water, irrigation water, sewer and electrical infrastructure.
 - Proposed annexations should promote best management strategies for storm water drainage control.
 - Proposed annexations should promote energy conservation through architectural and urban design.
 - Proposed annexations should promote energy conservation through development of multi-modal transportation networks.
 - Proposed annexations should provide a broad mix of housing types to support the diverse income mix of citizens, and provide a proportional share of essential housing.
 - Proposed annexations should provide retail commercial uses that enhance the City's sales tax base in a quantity sufficient to fully supplement service expenditures incurred as a result of development.
 - Proposed annexations should provide adequate park and open space to ensure that the needs of the new population in the annexation area are met to the same level as currently exists throughout the city.
 - Proposed annexations should comply with policies of the City's *Master Plan* and *Three Mile Plan*.

- Proposed annexations should include an annexation agreement identifying those terms and conditions set forth by the City and agreed upon by the developer that meet the overall community needs for the consideration of annexation.

REQUIREMENTS

- Annexation of territory to the City will be in accordance with Section 30 (Right to Vote or Petition on Annexation) of Article II of the *Colorado Constitution* and the Municipal Annexation Act of 1965 (§31-12-101, et. Seq., *Colorado Revised Statutes* as amended).
- The *Gunnison Three Mile Plan and Urban Growth Boundary* (as amended) will guide the City's annexation decisions.
- The *City Charter* grants the City power to obtain water rights to support domestic and irrigation water demands that may be required for the annexed property.

PROCEDURE

The City of Gunnison annexation process is separate from the subdivision process, but the process requires a Map Amendment to establish zoning of the annexed land. Exhibit C defines the process for annexation petition submittals.

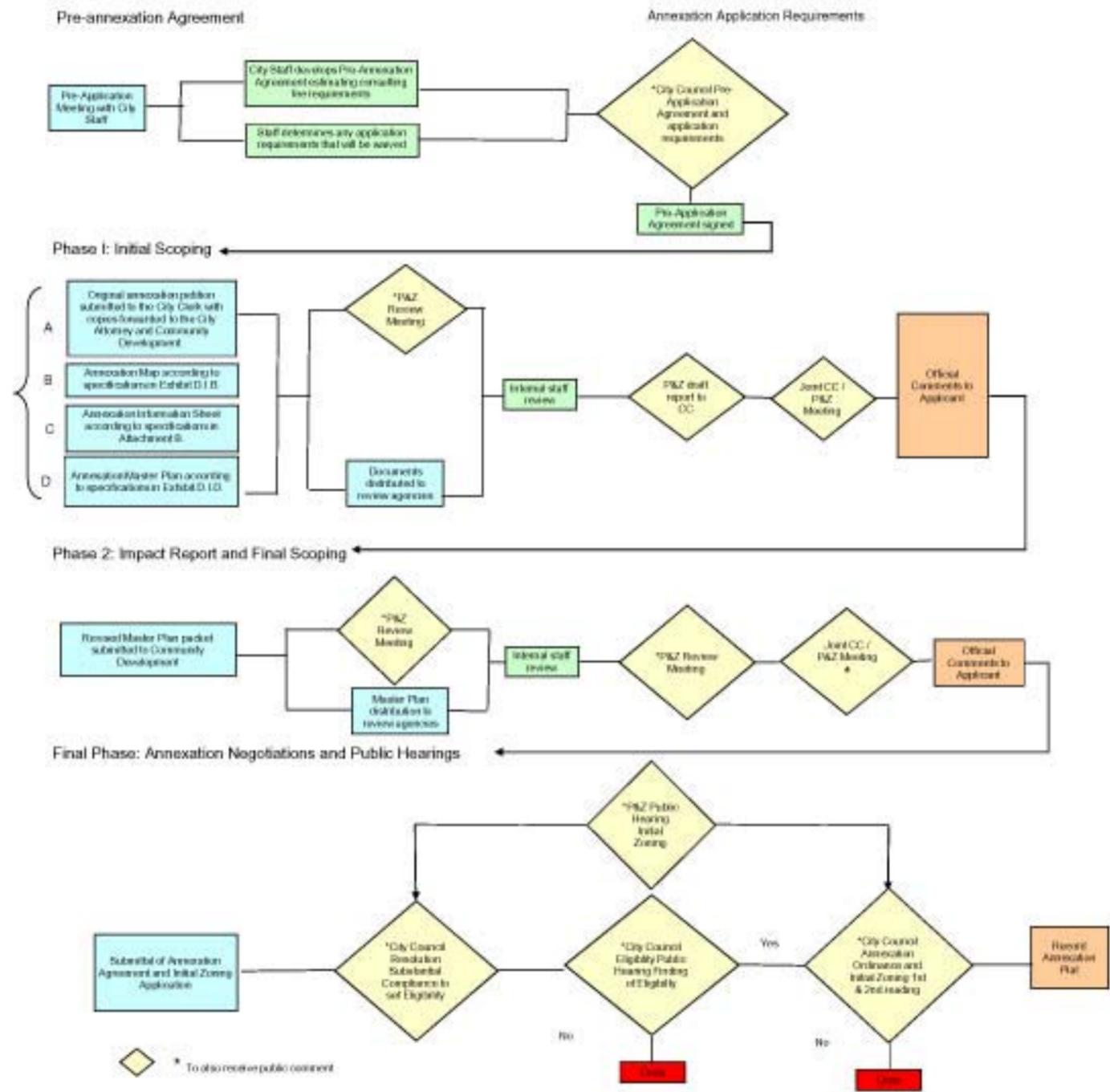


EXHIBIT D Annexation Application Requirements

I. REQUIRED INFORMATION

It is understood that the Annexation Application Requirements may not apply to every annexation situation. Applicants must submit the following information at the Phase 1 Review stage, unless otherwise directed by the statements contained herein, or upon waivers granted by the City Council as part of the Preannexation Agreement.

- _____ A. Petition for Annexation (original and three copies). The Petition for Annexation shall be signed by the landowners of more than 50 percent of the territory included in the area proposed to be annexed, exclusive of streets and alleys. The required format and content of the petition is set forth in ***Attachment A – Petition for Annexation***. A copy of the petition shall be submitted in electronic format preferably as a PDF file. No signature on the petition is valid if dated more than 180 days prior to the date of filing the petition.

- _____ B. An Annexation Map (20 copies): The annexation map shall be prepared according to the standards in *Colorado Revised Statutes* (C.R.S.) §31-12-107 amended from time to time. The mapping data format is described in ***Attachment E*** and shall also comply with the following:
 - 1. All maps must bear suitable evidence of the professional qualifications of the person or firm who prepared the map. All required documents containing land survey descriptions shall be certified by a duly registered Colorado Professional Land Surveyor
 - 2. Monuments. The character, type and position of all boundary and/or aliquot monuments found or set shall be shown on the map. Reference monuments shall be set, with dimensions and descriptions shown on the map in the event that monuments cannot practically be set because of steep terrain, water, marsh or existing structures. If a monument is to be set as a result of a proposed street, road or other construction, one or more reference monuments shall be set, with dimensions and descriptions shown on the map, if the monument cannot be reestablished in its original position.
 - 3. A monument key that shows existing monuments in the form of those monuments found and those set, or a note at each monument detailing this information is acceptable.
 - 4. Section corner tie. A minimum of two (2) section corners, quarter corners or other relevant aliquot corners are required for annexation maps.

5. The dimensions of all maps shall be twenty-four (24) inches by thirty-six (36) inches, with a marginal line one inch from each edge. All drawings, affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notarial seals shall be contained within said marginal lines, except that the title shall be noted in the upper and lower right corners, outside the margin, for City filing purposes.
6. In the case of three or more sheets, a key map showing the relationship of individual sheets shall be provided on the first sheet of the set. Match lines are required on each sheet of a set. Notes shall appear only on the first sheet. A tabulation shall be included showing the perimeter distance of the proposed annexation that is contiguous with the City's corporate limits, as defined by C.R.S. §31-12-104, as amended from time to time; and, the actual perimeter boundary distance of the area sought to be annexed, and a calculation of the ratio between the contiguous boundary and the total perimeter boundary in order to establish the 1/6th contiguity requirement as defined by C.R.S. §31-12-104.
7. Each map shall be drawn in black, waterproof ink on mylar of good quality. The standards for mylar submittals are detailed on ***Attachment F***.
8. The basis of bearings used in the legal description.
9. The proposed name of the annexation.
10. A subtitle describing the origin of the proposed annexation.
11. Date of preparation.
12. Each sheet shall show title, north arrow, scale (minimum 1" = 200'), bar graph, and sheet number.
13. Show relationship to adjacent areas using fine dashed lines to include complete legal description (lot and block numbers, outlot and tract names and annexation/subdivision name or "unincorporated Gunnison County"), including land across adjacent rights-of-way.
14. Boundary of the annexation shall be designated by a one-eighth inch hatched border applied to the inside of the boundary line.
15. Line types for annexation boundaries, street right-of-way lines and existing lot lines shall be bold and solid.
16. Line types for easements shall be denoted by fine dashed lines.

17. Location and widths of all existing easements, recorded or otherwise, and proposed easements, if required to be shown on the map by the City, are to be labeled and dimensioned to sufficiently define the easement geometry, including easements to be reserved for public use. No "typical" notations shall be used. Where an easement is not defined as to width or extent by a recorded conveyance, decree or other instrument, the easement shall be depicted in a manner that gives notice of the existence thereof, together with an appropriate descriptive label which includes the words "boundary not determined." The applicant shall include the name and address of the owner of each such easement in the information required under Item 5, and such owner shall be given notice as described under Section II of this document. It shall be the duty of the applicant to meet with the owner of each such easement and to make reasonable efforts to agree upon boundaries thereof. In the event any such agreement is reached, appropriate instruments evidencing such agreement shall be recorded prior to recording of the annexation map, and the agreed upon boundaries shall be indicated on the annexation map.
18. Location and dimensions of all existing recorded rights-of-way showing the centerline of each right-of-way and the right-of-way width on each side of centerline.
19. Location and dimensions for all lines, angles and curves used to describe boundaries, rights-of-way, and easements to be reserved for public use, if required to be shown on the map by the City. Sufficient data shall be shown to readily determine the bearing and length of every boundary line and easement line. No ditto marks shall be used. Length, radius, total delta and the bearing of radial lines shall be shown. In addition, non-tangent curves shall include a chord bearing and distance.
20. All distances shall be set forth to the nearest hundredth of a foot and bearings to the nearest second.
21. All tracts and outlots shall show net acreage to the nearest square foot.
22. Street names, including prefixes and suffixes, shall be noted. Names shall be subject to the street naming policy of the City and all names shall be subject to the approval of the Fire and Police Departments.
23. Limits of floodway and flood fringe boundaries shall be shown by dashed lines and labeled.

24. The centerline and directional flow of streams and rivers shall be shown with dashed lines ending with arrows and with an appropriate descriptive label including the words "exact location not determined." The Public Works Department may require information, including but not limited to additional rights-of-way, flood plain information, etc.
25. All irrigation ditches and proposed easements and rights-of-way for irrigation ditches, if required to be shown on the map by the City. If no easements or rights-of-way exist, the plat shall show the location of any such ditch on the plat with an appropriate descriptive label including the words "exact location not determined."
26. Legal description of the parcel to be annexed inclusive of the reception number(s) and/or book and page(s) that the legal survey for the annexation is based upon. Legal descriptions must match boundary and direction as shown on the map. The area of the annexation shall be included in the legal description and dedication statement.
27. Other relevant documentation as determined by the Director. Other information may be required by the Director to make a determination as to the impacts of the proposed annexation to the City.
28. When an annexation agreement has been established for an annexation, the following note shall be provided on the map: "This annexation is subject to an annexation agreement which has been recorded in the real property records of Gunnison County."
29. Dedication form-acknowledgments. All maps, on which property is dedicated for public use, shall have a dedication statement thereon signed by all persons having any record interest in the property annexed, consenting to the preparation and recording of the map and offering for dedication all parcels of land shown on the map and intended for any public use, except those parcels other than streets which are intended for the exclusive use of the lot owners in a subdivision of the property contained within the boundaries of the annexation map, including their licensees, visitors, tenants and servants. The form of all dedications and the acknowledgments of all signatures shall be as shown on Certificate No. 1 on page 6.
30. Surveyor's certificate. The form of all surveyors' certificates, together with the acknowledgment shall be as shown on Certificate No. 2 on page 7.
31. City Council's certificate to include a complete list of exceptions, as shown on Certificate No. 3 on page 8.

December 18, 2007

32. Attorney's certificate as shown on Certificate No. 4 on page 9.
33. Clerk and Recorder's certificate as shown on Certificate No. 5 on page 9.

December 18, 2007

Certificate No. 3: City Council

This map is approved by the City Council of the City of Gunnison, Gunnison County, Colorado, this _____ day of _____, _____, for filing with the Clerk and Recorder of Gunnison County and for conveyance to the City of the public dedications shown hereon, which are accepted; subject to the provision that approval in no way obligates the City of Gunnison, for the financing or constructing of improvements on land, streets or easements dedicated to the public except as specifically agreed to by the City Council.

Mayor

Witness my hand and seal of the City of Gunnison

ATTEST:

City Clerk

Certificate No. 4: Attorney

I, _____, being an attorney-at-law duly licensed to practice before courts of record in the State of Colorado, do hereby certify that I have examined the title to all lands herein dedicated and/or conveyed and shown upon this plat and title to such lands is in the dedicator free and clear of all liens, taxes and encumbrances, except as follows:

Exceptions:

So sworn this _____ day of _____, _____

Attorney at Law

(Note: Attorney's certification shall be effective on the date of annexation map approval.)

Certificate No. 5: County Clerk and Recorder

This map was filed for record in the office of the Clerk and Recorder at _____ o'clock _____ .M., _____, _____, and is duly recorded at Reception No. _____

Clerk and Recorder
County of Gunnison
State of Colorado

By

Deputy

34. Where required by the Director, additional certificates shall be included on the map certifying the acknowledgment of the annexation through the signatures of other affected property owners.

_____ C. Completed Annexation Information Sheet (*Attachment B.*)

_____ D. Annexation Master Plan. The petitioner shall submit an annexation master plan that must include the following:

1. The applicant shall submit 20 copies of a *Master Land Use Plan (Master Plan)* providing narrative information, tabulated data and mapped spatial data illustrating the conceived project. One copy of the plan narrative and tabulated data shall be submitted to the City at the time of submittal. The plan should also be provided in electronic format in MS Word or compatible format. One copy of the mapping data shall be provided to the City at the time of submittal. Maps shall be submitted in AutoCad or ArcGIS ArcView format. At a minimum the plan will describe existing conditions, illustrate conceived land use patterns, and depict connections to the existing city street grid system and proposed highway access points, and the relationship of the proposal to the existing city land use pattern. The plan will include the sections:

- a. Introduction. The introduction is intended to set the stage for defining design philosophy and land use rational prescribed by the *Master Plan*. The introduction may summarize *Master Plan* elements or an executive summary may accompany the report.
- b. Environmental Impact Report. The required contents of the report are explained in *Attachment C*.

The Environmental Impact Report will include a compilation of natural resource data that spatially depicts those critical resource areas and conditions requiring special consideration. The analysis will include but not be limited to: a slope analysis; visual analysis; vegetation coverage impact; existing critical wildlife habitat impact; soils and geologic constraints; slope stability analysis; floodplain delineation; wetland delineation and wildfire hazard assessment. The Environmental Impact Report will demonstrate the sensitive of site design and land use in relation to the natural resources implications.

- c. Planning Parameters. This section will provide descriptive statements regarding the development intent. The parameters will set forth concepts regarding the proposed land uses in relation to the existing city fabric; it will address concepts for street and architectural design; identify the connectivity and linkage to the city road and trail network; and discuss the open space, park and trail elements of the plan.

- d. *Proposed Land Use Plan.* The *Proposed Land Use Plan (Land Use Plan)* will describe the proposed zoning designations contemplated by the petition; assign proposed unit densities to proposed land uses; define anticipated floor areas for industrial, commercial, professional and other non-residential land uses; proposed zoning districts; and identify those areas proposed for open space, trails, parks and public buildings. The *Land Use Plan* will also include a development phasing plan if the improvements are contemplated in a phased approach. The *Land Use Plan* may also serve to depict specific data requirement for the Site Plan as required by item i. noted below.
- i. Twenty copies of a Site Plan at a scale not less than 1" = 200' of the property proposed for annexation and adjacent land within 300 feet. The Site Plan is not the annexation map. Specific Site Planning data shall include, but not be limited to the following:
 - a). existing buildings and structures, if any, including any stormwater or sewer treatment facilities;
 - b). power pole and buried cable locations;
 - c). location and dimensions of all other physical features within and adjacent to the tract to be annexed;
 - d). contours of the City datum at vertical intervals of not more than five feet where the slope is greater than 10% and not more than two feet where the slope is 10% or less;
 - e). location and principle dimensions of all existing streets, alleys, easements, lot lines, access points to public ways, and areas reserved for public use;
 - f). complete street names;
 - g). use of property and outline of any existing deed restrictions, including building setbacks and minimum yard dimensions;
 - h). location and extent of environmentally sensitive areas;
 - i). sidewalk location and width;
 - j). provisions for sewage disposal;
 - k). provisions for water supply;

- l). open irrigation canals and ditches;
 - m). location of all easements;
 - n). locations and dimensions for a adjacent streets, alleys, lot lines and open areas;
 - o). locations and dimensions of private and public sewers and private and public water mains;
 - p). existing stormwater drainage patterns;
 - q). location and dimensions of watercourses and direction of flow;
 - r). location and dimension of area(s) subject to inundation by stormwater; and,
 - s). location of existing fire hydrants.
- e. Utility and Infrastructure Study. The *Master Plan* will include a utility study describing the proposed means to extend water, sewer, electrical and irrigation infrastructure to serve the proposed annexation site. This study will be established by a professional engineer registered in the State of Colorado and possessing a professional experience level to address the utility needs. At a minimum the report will describe the following information:
- i. Water Infrastructure Assessment. The report will define the parameters for extending and hooking the proposed annexation development site to the city water system. At a minimum the report will define the source for potable water; demonstrate the legal and physical adequacy of the proposed domestic water source; define legal and physical adequacy of the proposed irrigation water source; and, the trunk line size and looping requirements to meet projected fire flow. It will describe the estimated demand for potable water at buildout and during the progression toward full development; identify the means and needs for water storage; identify the projected costs for on-site and off-site improvements necessary to meet domestic and fire flow demands; and, identify the treatment methods to meet safe drinking water standards.
 - ii. Domestic Wastewater Infrastructure Assessment. The utility report will include a section describing the engineering elements to transport and treat domestic effluent. At a minimum, information will include: the line size requirements for transport; the need for pumping; impacts to the existing sewer lines and their relative

capacity to service the proposed development; and, the impacts projected for the sewage treatment plant and how much demand will be placed on the plant by the proposed development.

- iii. Electrical Distribution System. The utility report will provided an assessment of the electrical demand generated by the proposed development and the capital improvements necessary to service the proposed site.
 - iv. Private Utility Service Extension. The utility report will provide information regarding anticipated delivery of private utilities to include natural gas, telephone, cable and other related services.
- f. Traffic Impact Analysis. The *Master Plan* submittal shall include a traffic impact analysis submitted by the petitioner. The traffic impact analysis shall be established by a Colorado Registered Engineer, or traffic engineer with specific expertise in transportation planning and engineering. At a minimum the traffic impact analysis shall include the following:
- i. *Land Use and Access Plan*. The *Land Use and Access Plan* will depict proposed site access intersections in relation to existing streets and highways. It will also provide traffic analysis zones (TAZ) used for the assessment and define the buildout information related to these zones as they pertain to traffic impacts.
 - ii. Area Roadway Assessment. The Area Roadway Assessment will provide information related to the impact upon the regional road system. This section will include brief descriptions of those critical roadways and intersections and their relative geometric design and limitations.
 - iii. Existing Traffic Volumes. This section will provide data regarding existing peak-hour traffic volumes for specific intersections considered to be impacted by the Proposed Development Plan. Critical intersections will be identified by the City Planning Department prior to development of the Traffic Impact Analysis. Traffic volume data will be established by traffic counts conducted by the applicant for those specific intersections.
 - iv. Trip Generation. Estimates of the traffic volumes expected to be generated by the development will be established using the national public trip generation rates found in the Institute of Transportation Engineers, *Trip Generation Handbook* (latest adopted version). Tabulated data will define average weekday,

weekday peak-hour (morning and afternoon), and the same information for weekend trip generation.

- v. **Weekday and Saturday Traffic Comparison.** A description of existing traffic comparison; trip generation comparison and comparison summary; directional distribution and trip assignment data; background traffic assessment; 30 year total traffic projections both on-site and regionally; projected levels of service; traffic signal progression efficiency; and CDOT permits.
 - vi. **Directional Distribution and Trip Assessment.** This assessment will assess several factors including the site location and proposed land uses with respect to residential, employment, and activity centers in the Gunnison area. The assessment will provide directional information for the buildout site-generated traffic volumes in a 30 year time frame.
 - vii. **30-Year Background Traffic.** This report section will describe background traffic, lane geometry, traffic control and Level of Service data without consideration of the site-generated traffic volumes.
 - viii. **30-year Traffic.** This section will define the projected traffic volumes for a 30 year Buildout. It will define the total traffic volumes from site-generated traffic volumes and background traffic volumes.
 - ix. **Projected Levels of Service, Traffic Progression Efficiency and CDOT Permits.** The consulting engineer will use contemporary traffic modeling techniques to assess various impacts for the proposed development. It will define roadway improvements required to achieve acceptable levels of service. It will identify existing and future signalized intersections and their relative level of service function for peak hour demand in a 30 year buildout.
 - x. **Conclusions and Recommendations.** The report will include a conclusion that identifies those elements of the road systems most impacted by the proposed development. It will also include recommendations for changes in lane geometry design, signals and other improvements needed to fulfill the development needs.
- g. **Procedural Details.** Both Phase 1 (Initial Scoping) and Phase 2 (Detailed Scoping) require the submittal of the *Annexation Master Plan*. If the petitioner is contemplating the immediate submittal of a subdivision application, the Sketch Plan Subdivision Application may be included with the Phase 2 submittal information. If the sketch plan

is accepted then the Phase 3 submittal may include Preliminary Subdivision Application, which will be processed concurrently with the Annexation Petition and Zoning Map Amendment. There is no guarantee of approval for the subdivision application which is submitted currently with the annexation application.

_____ E. Draft Annexation Impact Agreement. Twenty copies of a Draft Annexation Agreement will be submitted by the petitioner along with the Phase 1 *Master Plan* submittal. This agreement would set forth any proposed conditions of annexation in addition to those set forth in the Petition for Annexation. Examples of such conditions would be provisions to protect environmentally sensitive areas and requirements to dedicate rights-of-way or easements. The Annexation Agreement will propose the terms for services to be provided by the City; dedications of land for public open space and public institution facilities; and, financial or other contributions to the City, County, RE 1J School District, the Gunnison Fire Protection District or other public agency that the petitioner has reached agreement with. If the City and petitioner are contemplating execution of an agreement setting forth any conditions of annexation other than those set forth in the Annexation Petition, then such conditions must be included in the Draft Annexation Agreement. Any such annexation agreement must be in place (signed by all parties other than the City) prior to City adoption of the annexation ordinance on first reading.

_____ F. Annexation Impact Report. Preparation of the impact report is the responsibility of the City. The report will be completed during the Phase 2 review of the annexation. However, reimbursement of the cost incurred for the report development is to be established as part of the Pre-annexation Agreement. The report will include the following:

1. a map or maps of the municipality and adjacent territory to show the following:
 - a. present and proposed boundaries of the municipality in the vicinity of the proposed annexation;
 - b. present streets, major trunk water mains, sewer interceptors and outfalls, other utility lines and ditches, and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation; and,
 - c. the existing and proposed land use pattern in the area to be annexed;
2. a statement detailing plans for extending to, or otherwise providing for, within the area to be annexed, municipal services performed by or on behalf of the municipality at the time of annexation;

3. a statement setting forth the method under which the extension of the municipal services into the area to be annexed will be financed;
4. a statement identifying existing districts within the area to be annexed;
5. a statement addressing the effect of the annexation upon local-public school district systems, including the estimated number of students generated and the capital construction required to educate such students (*this information must be obtained from the Gunnison RE1-J School District*);
6. a statement addressing the effect of the annexation upon the Gunnison Fire Protection District. The report will disclose project revenues generated through property tax, and the resource and staffing impacts generated by development with the annexation territory;
7. a statement addressing the effect of the annexation upon the administrative staffing needs for the various City departments including, but not limited to the Clerks Department, Finance Department, Community Development Department, Communications and Dispatch, and the Police Department;
8. a statement addressing the effect of the annexation upon the staffing needs, equipment requirements and facility needs of the Gunnison Parks and Recreation Department;
9. a statement addressing the effect of the annexation upon the staffing needs, equipment requirements, and facility needs of the Gunnison Public Works Department;
10. a statement showing the relationship of projected revenues derived from the annexation and the financial obligations incurred by the City and a result of the annexation; and
11. a statement detailing the various assumptions used to develop the fiscal impact report and information regarding the economic drivers incorporated into the analysis.

_____ G. Three copies of an Ownership and Encumbrance Report from a title company and a letter from an attorney certifying that the landowner and lienholder signature blocks on the map are correct. This report must be current as of the date of filing the petition. The applicant shall provide an updated report within fifteen (15) days of the City Council public hearing on the annexation ordinance.

_____ H. Twenty (20) copies of the following: completed application form (***Attachment D.***); vicinity map (8 ½" x 11"); the annexation map; and the Site Plan folded in

eighths to approximate letter size. The copies must be collated into twenty (20) packets ready for distribution.

- _____ I. The annexation mapping data, a complete project description, and legal description must be submitted in digital form. The mapping data format is described in *Attachment E*. The mapping data is not required until the annexation map has been approved by City Council, but must be submitted before the map is recorded.
- _____ J. \$400 filing fee, plus \$25.00 per acre on gross area being annexed.
- _____ K. One (1) 11" x 17" photo reduction of the map and the site plan. A reduced paper copy is initially acceptable, but the photo reduction shall be submitted to the Community Development office no less than 22 days before the public hearing.
- _____ L. The annexation map submittal checklist completed by the applicant and containing the initials of the appropriate City representative for all items waived.
- _____ M. A Wetlands Reconnaissance Report prepared by a qualified specialist regarding the presence or absence of wetlands on the subject property. If wetlands are present on the property, the location and extent of the wetlands must be depicted in materials submitted with the *Master Plan Report – Environmental Impact Report* under Item D.1.b., above.
- _____ N. A complete application to zone the property annexed in accordance with the City of Gunnison submittal requirements for conventional or PUD zoning applications. An additional filing fee is required for the zoning portion of the application in accordance with the adopted fee schedule.
- _____ O. One (1) copy of a list of mailing addresses of all owners of record of; 1) the property proposed for annexation and 2) all real property located within 500 feet of the property to be annexed, including public rights-of-way. This information can be obtained from the County Assessor's Office. This list must also include the names and addresses of any owners of water rights in ditches that may be affected by development of the land being annexed.
- _____ P. Two (2) copies of a Phase I Environmental Report prepared by a qualified specialist examining the property for hazardous material and petroleum product contamination. The report will be prepared in accordance with the American Society for Testing Materials Standard Practice for Environmental Site Assessments: Phase 1 ESA Process (Standard E 1527-97).
- _____ Q. Two (2) copies of a report prepared by a qualified person describing in sufficient detail information that the applicant wants to have the Community

Development Department, the Planning and Zoning Commission, and the City Council consider in determining if the proposed annexation is consistent with the *City of Gunnison Master Plan*, *The Gunnison Three Mile Plan and Urban Growth Boundary*, and the *Annexation Philosophy* (Exhibit A) and *Annexation Criteria* (Exhibit B).

_____ R. A checklist completed by the applicant and containing the initials of the appropriate City representative for all items waived.

II. PREANNEXATION AGREEMENT

Prior to submitting the annexation application the City and petitioner(s) shall enter into a Preannexation Agreement (Attachment G). At the Preannexation agreement stage the applicant may request waivers to the *Annexation Application Requirements* (Exhibit D), except those items that are required by *Statute*. The Community Development Director will provide City Council with a recommendation regarding the applicant's waiver proposal. The City Council will have final determination of what is waived.

III. PUBLIC HEARING NOTICE REQUIREMENTS FOR MAJOR ACTIVITY

_____ A. Annexation Public Hearing. The notice of the publication for the determination of eligibility will be given in accordance with State law.

_____ B. Map Amendment Public Hearing. The notice of the publication for the determination of eligibility will be given in accordance with State law.

IV. RECORDING AND FILING REQUIREMENTS

After the final approval of the annexation map and ordinance, the applicant must submit to the Community Development Office two (2) signed, original mylars and containing original signatures. Mylar submittals shall conform to the provisions of ***Attachment F***.

The City Clerk must:

1. Cause the annexation map; two (2) copies of the annexation ordinance, certified; the development agreement, if applicable; any other written agreements or documents which the Director requires to be recorded; and all other necessary filings as required by CRS §31-12-113 to be recorded with the Gunnison County Clerk and Recorder.
2. Distribute sufficient copies of the map to other departments and individuals as required by law or designated by the Director.

Attachment A

PETITION FOR ANNEXATION

The undersigned, in accordance with Article 12, Chapter 31, CRS, as amended, hereby petition to the City Council of the City of Gunnison, Colorado, for annexation to the City of Gunnison the unincorporated territory more particularly described below, to be known as _____ (name of addition) _____, and in support of said Petition, the petitioners allege that:

(1) It is desirable and necessary that the following described territory be annexed to the City of Gunnison, Colorado;

[include complete metes and bounds legal description]

(2) Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the City of Gunnison, Colorado;

(3) A community of interest exists between the territory proposed to be annexed and the City of Gunnison, Colorado;

(4) The territory proposed to be annexed is urban or will be urbanized in the near future;

(5) The territory proposed to be annexed is integrated or is capable of being integrated with the City of Gunnison, Colorado;

(6) The signatures on the Petition comprise the landowners of more than 50 percent of the territory included in the area proposed to be annexed, exclusive of streets and alleys, and said landowners attesting to the facts and agree that the conditions herein contained will negate the necessity of any annexation election;

(7) No land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate:

a. Is divided into separate parts or parcels without the written consent of the landowner or landowners thereof, unless such tracts or parcels are separated by a dedicated street, road or other public way;

b. Comprising twenty (20) acres or more and which, together with the buildings and improvements situated thereon has an assessed value in excess of Two Hundred Thousand Dollars (\$200,000) for ad valorem tax purposes for the year preceding the annexation, is included within the territory proposed to be annexed without the written consent of the landowner or landowners.

(8) No part of the area proposed to be annexed is more than three miles from a point on the municipal boundary, as such was established more than one year before this annexation will take place;

[insert the appropriate language into the petition]

(9) The area proposed to be annexed comprises: (more than ten acres and an impact report as provided for in §31-12-105.5 CRS, as amended, is required), (less than ten acres and an impact report as provided for in §31-12-105.5 CRS, is not required).

[insert only the appropriate following districts within the petition]

(10) The area proposed to be annexed is located within Gunnison County, the Gunnison REIJ School District, the Gunnison Fire Protection District, the Upper Gunnison River Water Conservancy District, the Gunnison Metropolitan Recreation District, and no others;

(11) The mailing address of each signer, the legal description of the land owned by each signer and the date of signing of each signature are all shown on this Petition;

(12) Accompanying this Petition are four (4) prints of the annexation map containing the information required by State Statute as well as under Section B. of the City of Gunnison Annexation Requirements.

(13) The territory to be annexed is not presently a part of any incorporated city, city and county, or town;

(14) The undersigned agree to the following conditions, which shall be covenants running with the land, and which shall, at the option of the City, appear on the annexation map:

a. Water rights shall be provided at the discretion of City Council and in conformance with the City Charter.

b. Future development of this property shall be subject to payment of the capital improvements fees pursuant to the *Gunnison Municipal Code*;

c. The undersigned hereby waive any and all “vested rights” previously created pursuant to §24-68-103, CRS, as amended;

d. The undersigned and the City may enter into a Pre-Annexation Agreement prior to the effective date of this annexation, which agreement shall be additional conditions as effectively as if set forth in this Petition; and

e. Any development within the annexed territory shall comply with the *City of Gunnison Master Plan*.

December 18, 2007

(15) Petitioner represents that: (check one)

___ No part of the property to be annexed is included within any site specific development plan approved by Gunnison County, Colorado.

___ A site specific development plan has been approved by Gunnison County, Colorado, which has created a vested right.

EXECUTED this _____ day of _____, _____(year).

(insert appropriate signature block or blocks found on following page)

Signature Block Formats

1. Corporation

Corporation name

By: _____

Title

Street address

City, State Zip

Secretary

STATE OF)
) ss
County of)

The foregoing instrument was acknowledged before me this _____ day of _____(month), _____(year), by _____, as President, and by _____, as Secretary of _____(corporation name), a _____ corporation.

WITNESS my hand and official seal.

My commission expires _____.

Notary Public

Full name
Street address
City, State, Zip

December 18, 2007

2. Partnership

Partnership name

By: _____

General Partner
Street Address
City, State Zip

STATE OF)
) ss
County of)

The foregoing instrument was acknowledged before me this _____ day of _____(month), _____(year), by _____, a general partner of _____ (name of partnership).

WITNESS my hand and official seal.

My commission expires _____.

Notary Public

December 18, 2007

3. Individual

Individual name

By: _____

Full name
Street Address
City, State Zip

STATE OF)
) ss
County of)

The foregoing instrument was acknowledged before me this _____ day of _____ (month), _____ (year), by _____ (full name).

WITNESS my hand and official seal.

My commission expires _____.

Notary Public

Attachment B

Annexation Information Sheet

The following information is necessary in order to prepare documents required for the annexation of land into the City of Gunnison. Please provide all information requested for the Annexation packet.

NAME OF ADDITION:

LEGAL DESCRIPTION: Attach metes and bounds legal description for the entire land area to be annexed. If there are existing parcels recorded with Gunnison County within the land to be annexed include a metes and bounds legal description of each parcel.

ZONING: Include a legal description for the boundary of each proposed zoning district.

SIZE OF ANNEXATION PARCEL IN ACRES:

BRIEF DESCRIPTION OF LOCATION OF PROPOSED ANNEXATION:

IMPACT REPORT: Unless waived by the *City of Gunnison Three Mile Plan and Urban Growth Boundary* an impact report as provided in §31-12-108.5 CRS, is required. The Board of County Commissioners may waive this requirement. If so, a letter from the Board of County Commissioners is required to be provided with this document.

DISTRICTS: From the following list, indicate which districts the area proposed annexation is located within:

_____ Gunnison RE1J School District

_____ Gunnison County Fire Protection District

_____ Upper Gunnison River Water Conservation District

_____ Gunnison Metropolitan Recreation District

_____ Any other Districts: (list)

ANNEXATION AGREEMENT: The petitioners and the City may enter into an Annexation Agreement prior to the effective date of this annexation, which agreement shall constitute additional conditions as effectively as if set forth in the Petition for Annexation.

December 18, 2007

LIST NAMES OF **INDIVIDUAL OWNERS** WHO WILL BE SIGNING THE PETITION FOR THE ANNEXATION, AND THEIR ADDRESSES (Attach additional sheets if needed):

A. Name:
Address:

B. Name:
Address:

C. Name:
Address:

D. Name:
Address:

LIST NAMES OF **CORPORATE OWNERS**, THEIR ADDRESSES, AND NAMES OF PERSONS WHO WILL BE SIGNING THE PETITION FOR ANNEXATION (Attach additional sheets if needed):

A. Corporation Name:
Address:

B. Corporation Name:
Address:

Person Signing and Title:

Person Signing and Title:

Person Attesting and Title:

Person Attesting and Title:

LIST NAMES OF **PARTNERSHIP OWNERS**, THEIR ADDRESSES, AND NAMES OF GENERAL PARTNERS WHO WILL BE SIGNING THE PETITION FOR ANNEXATION (Attach additional sheets if needed):

A. Partnership Name:
Address:

B. Partnership Name:
Address:

General Partner Signing:

General Partner Signing:

December 18, 2007

VESTED PROPERTY RIGHTS: State whether any 'vested rights' have been created by previous approval(s) by Gunnison County pursuant to §24-68-103, CRS, that petitioner(s) will not waive as a condition of annexation, and if so, describe in detail, on a separate sheet, the nature of such vested rights.

ENVIRONMENTAL IMPACT REPORT

The intent of this report is to facilitate informed decision making with respect to proposed development in a manner that recognizes and preserves the natural qualities of environmentally sensitive and natural areas. The requirement for this information is in accordance with the following documents:

- *The City of Gunnison Master Plan* Chapter 4, Environment and Natural Resources (pg. 23) states: "As the City considers expanding its boundaries through annexation, the preservation of environmental and natural resources becomes a major concern within the City's three-mile planning area. ...resource management and conservation of natural systems are important components of the City's comprehensive planning process."
- *The City of Gunnison Three Mile Plan and Urban Growth Boundary*, Chapter 3, Goal 2 (pg. 27), states: [the City should] "Preserve sensitive environmental features, cultural resources, and agricultural lands."

In order to consolidate the required information, the applicant must establish an Environmentally Sensitive Areas Report, conducted by consultant(s) with the appropriate credentials related to field biology, ecology, wetlands biology, hydrology, geology and geotechnical engineering, and other specialized disciplines required to fulfill the assessment requirements for this report. This outline is intended to be general. There may be specific concerns and issues that should be addressed, depending upon the project site and adjacent areas that may be impacted by the proposed development. These issues may require consultant and City staff discussions to ensure that the report adequately addresses all impacted resources.

Elements of the Environmental Impact Report:

- I. **Define Study Area.** The Study Area must include all land within the proposed development boundary plus adjacent land identified as natural areas or wetlands or as other significant natural features included in the definition of environmentally sensitive areas that are likely to be impacted by the proposed development. If there is any question on defining the study area, contact the Community Development Office at 970 641-8090.
- II. **Visual Analysis.** The visual analysis through computer graphics or other means shall portray ridgeline, critical view corridors, etc.
- III. **Slope Analysis.** The slope analysis map shall indicate slope gradients in at least six increments (i.e., 0-8%, 8-15%, 15-20%, 20-25%, 25-30%, 30-100%) that visually depict terrain.

IV. **Geologic and Geotechnical Report.** The geologic and geotechnical report is a preliminary geologic hazards evaluation and will include:

- site geology
 - stream and flood plain alluvium
 - alluvium and colluvium
 - alluvial fan deposits
 - eolian sand
 - landslide deposits
 - West Elk breccia
 - biotite quartz schist
 - ground water
- potential geologic hazards and engineering constraints
 - landslide deposits and potentially unstable slopes
 - hard bedrock
 - seismicity
 - shallow ground water
 - erosion
- identify development consideration and limitations

V. **Site Inventory.** This section will provide a description of the natural characteristics of the site with respect to any environmentally sensitive areas. These include, but are not limited to:

- mature stands of vegetation;
- legal or jurisdictional wetlands as defined by the US Army Corps of Engineers;
- wildlife habitat areas and corridors;
- natural areas and habitat classifications identified by the Colorado Division of Wildlife, Gunnison County, Bureau of Land Management or other state and federal land management agencies;
- alluvial aquifer boundary and identified bedrock aquifer within the annexation area;
- aquifer recharge areas;
- physical linkages to other natural areas or open spaces;
- land within or affecting floodway and flood fringe boundaries;
- irrigation canals and ditches;
- water courses, stream corridors, or estuaries;
- floodplains and floodways within the subject site;
- topographic data with 2 foot contours depicted except on slopes greater than 20% may be depicted with 10 foot intervals.
- existing slopes over twenty percent;
- soils with high water table, being highly erodible, subject to erosion, or highly acidic;
- land formerly used for landfill operations or hazardous industrial use; and,

- geologic fault areas and areas containing potentially unstable or unstable slopes.

The report must include maps (no greater than 1:200" scale) delineating any areas listed above that are present within the study area.

VI. **Sage Grouse Impact Report.** The report shall include a report identifying and quantifying the various habitats of the Gunnison Sage Grouse. The report shall identify specific habitat types through vegetation transects or other appropriate means approved by the Community Development Director. The report will identify the impact of the proposed development upon Sage Grouse habitat. The applicant is urged to review the *Gunnison Sage Grouse Rangewide Conservation Plan* (Colorado Division of Wildlife, April 2005)

IV. **Assessment of Potential Impacts of Proposed Development.** The report is to assess and describe any potential adverse impacts of the proposed development on the identified environmentally sensitive areas. The assessment must include a description of the extent to which the environmentally sensitive areas would be impacted and how such impacts are likely to effect or change the environmentally sensitive areas over time.

The objective is to determine the current overall habitat quality of any natural areas within the study area. Particular attention shall be placed upon sage grouse related habitat, linear riparian corridor that may be fragmented by contemplated annexation development, and critical winter range for large mammals.

V. **Recommendation: Protection Measures, Mitigation, Enhancement.** The report is to discuss the development opportunities of the site and make recommendations on how the environmentally sensitive areas can best be protected. The preferred method for protecting environmentally sensitive areas is to avoid adverse impacts by incorporating elements in the project design that eliminate development in these areas. If adverse impacts to environmentally sensitive areas are unavoidable, the report will explain why the impacts are unavoidable based on environmental, technical, or financial considerations. For all unavoidable impacts to environmentally sensitive areas, the report will identify corresponding mitigation measures.

Mitigation measures discussed in the report could include buffer areas, landscaping with native vegetation, visual screening, modifications to the proposed project, protecting other critical habitats in other areas of the basin through acquisition of conservation easements or similar means, or other measures necessary to adequately protect the environmentally sensitive areas. The report will also determine the extent to which

mitigation or enhancement measures compensate for, or offset, any adverse impacts on environmentally sensitive areas. This discussion should provide a direct correlation between the findings of the report and the guidelines established in the City of Gunnison and include other relevant matters, such as comments from the Colorado Division of Wildlife or the United States Fish and Wildlife Service, United States Army Corps of Engineers and the Bureau of Land Management. The report shall clearly highlight any adverse impacts for which mitigation measures are unfeasible and explain the technical or financial basis for determining feasibility.

- VI. **Report Standards.** All reports must bear suitable evidence of the professional qualifications of the person or firm who prepared the plans. All data submitted regarding environmental studies and other disciplines, not currently requiring registration by the State of Colorado, shall be accompanied by a résumé of such qualifications sufficient to demonstrate the author's degree of expertise and experience.

The report shall also include the following:

- a. Name, title, business telephone number, and address of person(s)/firm(s) preparing the report;
- b. Date of preparation
- c. Copy of supporting plans or clear key to relevant elements or plans submitted pursuant to other requirements;
- d. Pages numbered consecutively

City of Gunnison
Planning Process Application

Application Fact Sheet

City of Gunnison Land Development Code
Minimum Application Contents
In Accordance With 15-12-3(C)

City of Gunnison

P.O. Box 239
Gunnison, CO 81230
(970)641-8090

Applicant Name(s): _____	
Phone #: _____ Fax #: _____ E-Mail: _____	
Mailing Address: _____	
City: _____ State: _____ Zip: _____	
Summary of Request: 	
Disclosure of Ownership- Please provide one of the following:	
<input type="checkbox"/> Assessor Parcel Info <input type="checkbox"/> Mortgage <input type="checkbox"/> Deed <input type="checkbox"/> Judgments <input type="checkbox"/> Liens <input type="checkbox"/> Contract <input type="checkbox"/> Easement Agreement <input type="checkbox"/> Other Agreements	
Legal Description	
Site Address of Property: _____ Zoning _____	
Block: _____ Lot(s): _____ Addition: _____	
Attachments: <input type="checkbox"/> Vicinity Map (8.5"x11") <input type="checkbox"/> Written Narrative/Description of Proposal <input type="checkbox"/> Names, Addresses and Map of Adjoining Property Owners (From Assessor's Office) <input type="checkbox"/> Vested Property Rights <input type="checkbox"/> Letter/Power of Attorney from Owner (If Not Applicants) <input type="checkbox"/> Site Plan (11"x17") to scale , includes dimensions and location of all structures, parking spaces and access, snow storage, landscaping, live cover, utility lines, road/street names, land uses of adjacent properties, setbacks. Includes a table for all dimensional requirements based on 15-7-4. (See Attached Sample.)	
YOU ARE REQUIRED TO SUBMIT FOUR (4) COMPLETE COPIES OF YOUR APPLICATION	
Signature(s)	
_____	Date _____
_____	Date _____

For Office Use Only	
<input type="checkbox"/> Conditional Use(CU) <input type="checkbox"/> Variance(VA) <input type="checkbox"/> Zoning Amendment (ZA) <input type="checkbox"/> Major Subdivision (SB) <input type="checkbox"/> Minor Subdivision (SB) <input type="checkbox"/> Subdivision Exemption (SBE) <input type="checkbox"/> Mobile Home/RV Park <input type="checkbox"/> PUD(PD) <input type="checkbox"/> Vacation (VF) <input type="checkbox"/> Consolidated Application	

Site Data

LAND USE AND ZONING

Existing Use:	Master Land Use Plan Designation:
Proposed Use:	Existing Adjacent Zoning and Use
Existing Zoning and Area (acres):	east side:
	west side:
	south side:
	north side:
Proposed Zoning and Area (acres):	
Is any portion located in a floodplain? Yes: _____ No: _____	
If yes, please attach legal description:	

UTILITY SERVICE PROVIDED BY:

Water:	Sewer:	Electric:
--------	--------	-----------

GENERAL

Number of Units Existing:	Non-residential building area (sq.ft.) proposed:
Number of Units Proposed:	Non-Residential Construction Floor Area Ratio:
Number of Phases:	Average Residential Building Area (sq.ft.) proposed:
Number of Units per Phase:	Total number of parking spaces:
Nuber of Lots Proposed:	Acreage of Site:
Lot/Tract Size Minimum:	a. Gross:
Lot/Tract Size Maximum:	b. Right-of-Way:
Lot/Tract Size Average:	c. Net (a-b):
Gross Density (DU/A):	Estimated Price Range of Dwellings Proposed:
Net Density: (DU/A):	Type of housing proposed (please check):
Percent (%) of Open Space Proposed:	<input type="checkbox"/> single family
	<input type="checkbox"/> duplex
	<input type="checkbox"/> multi-family (# of units) _____
	<input type="checkbox"/> townhouse
	<input type="checkbox"/> condominium

Water Rights Paid - Dates and Amounts: (For information, call the City Clerk's Office at 970 641-8140)

DESIGNATION OF REPRESENTATIVE:

The undersigned owner(s) and lienholder(s) agree that _____ represents the undersigned in all matters pertaining to this project, including subsequent modifications to the application

Owner: _____	Date: _____
Lienholder: _____	Date: _____

ACKNOWLEDGMENTS:

I, as the applicant or representatives of the applicant, hereby acknowledge that the application is correct and complete as per the specifications of the attached information sheet and checklist.

Attachment E	Date:	Plat and Digital Submission Standards
Signature of Applicant or Representative		

	Date:	
--	-------	--

City of Gunnison
Plat and Digital Submission Standards

The following submission standards apply to the following document types:

- Preliminary subdivision plats
- Final subdivision plats and annexation maps
- Boundary line adjustment plats
- Lot Merger plats

Digital data submissions are for exclusive use in the City of Gunnison's Geographic Information System (GIS) and development review process.

The standards for digital submission are as follows:

- 1) Digital data submitted on CD in one of the following formats:
 - a. AutoCAD Release 12 DWG format;
 - b. ESRI ArcView 9.2 Shape Files, using NADA 1983 State Plane-Colorado Central Projection
 - c. Terrain Models shall be developed using Triangular Integrated Network system.
 - d. Ariel Photography shall be provided in TIFF file format projected in NADA 1983 State Plane-Colorado Central.

Mylar Submittals

Requirements for submitting mylars to the City for permanent retention:

1. Must be on good quality mylar sepia so that clearly legible blueprints or reproductions can be made on standard reproduction equipment, i.e., 3-4 mil. mylar, single or double matte.
2. Must be high quality print. No smudges or blurred text will be accepted. No Xerox mylars will be accepted.
3. Must be in good condition and unblemished. Torn, folded or stapled mylars will not be accepted.
4. No attachments or use of adhesives on mylar to adhere information.
5. Must be 24" x 36" in size.
6. Signatures are to be in black indelible ink marker. Pencils or ballpoint pens are not acceptable.

All standards apply to the following plans:

Final plats

Annexation maps

Special Review site plans

Construction plans

FDP

GDP

Landscape Plans

Construction Plan Record Drawings ("as built")

PREANNEXATION AGREEMENT
Expense Reimbursement Agreement

THIS AGREEMENT is made and entered into this _____ day of _____, _____ by and between the CITY OF GUNNISON , a Colorado home rule municipality, whose address is P.O. Box 239, Gunnison, Colorado 81230, hereinafter the "CITY", and _____ (petitioner) _____, a Colorado limited liability company, whose address is _____ (street, city, state, zip) _____, hereinafter " (petitioner's dba) _____".

RECITALS

_____ (Petitioner) _____, as landowner, intends to file a petition with the CITY seeking to annex lands owned by _____ (petitioner) _____ into the CITY. Due to the density of the land uses for the property proposed to be annexed by _____ (petitioner) _____, the CITY has determined to engage the services of a consultant to assist the CITY in determining the impacts upon the CITY and its citizens of such an annexation, to review the land uses proposed by _____ (petitioner) _____ for the property to be annexed, and the infrastructure requirements to extend municipal services to the property proposed to be annexed into the CITY.

The CITY and _____ (petitioner) _____ have agreed that _____ (petitioner) _____ shall reimburse the CITY for expenses actually incurred for such consulting services in accordance with the terms of this agreement.

NOW, THEREFORE, IT IS AGREED by and between the CITY and _____ (petitioner) _____ as follows:

1. EXPENSES TO BE REIMBURSED.

A. The CITY has entered into an agreement with _____ (consultant) _____, doing business as _____ (consultant's dba), for economic and land use impacts analysis of the proposed annexation and development in an amount to exceed \$_____.

B. _____ (Petitioner) _____ agrees to reimburse the CITY for the foregoing expenses pursuant to this agreement.

2. SCHEDULE OF PAYMENTS.

A. _____ (Petitioner) _____ shall reimburse the expense incurred by the CITY for economic and land use impacts analysis and consulting services in the total maximum amount of \$ _____ by paying to the CITY equal payments of \$ _____ each to be paid on or before the _____ (day) of _____ (month) _____, _____ (month) _____, _____ (month) _____, _____ (year).

B. IN the event the CITY does not incur the maximum amount of expenses pursuant to the agreement with _____ (consultant) _____, the CITY shall refund to _____ (petitioner) _____ any unexpended amounts within thirty days of the final payment of amount due upon said consulting agreement.

3. REIMBURSEMENT NOT CONTINGENT UPON ANNEXATION. The obligation to reimburse the expenses undertaken by _____ (petitioner) _____ pursuant to this agreement is not contingent in any way upon the ultimate decision of the CITY, acting through the City Council, upon the Petition for Annexation filed with the CITY by _____ (petitioner) _____. Said obligation to reimburse the expenses is contingent only upon the CITY incurring said expenses.

4. (PETITIONER) TO PROVIDE INFORMATION FOR EVALUATION BY CITY. The CITY and its consultants shall begin their review and preparation of the "Annexation Impact Report" required by Colorado State Statute at the time _____ (petitioner) _____ submits the information described herein with respect to the property sought to be annexed and developed. _____ (Petitioner) _____ shall submit sufficient number of copies of the information, as agreed upon by the CITY and _____ (petitioner) _____, for review by the affected CITY departments, the CITY'S consultants, and other affected entities. The information to be submitted by _____ (petitioner) _____ is described as follows:

A. Master Land Use Plan. To include the proposed land uses, floor areas, residential densities, preliminary street layout, and open space and recreation areas.

B. Transportation Impact Analysis. To include existing and proposed rights-of-way, existing traffic volumes, proposed traffic generation volumes, level of service projections, preliminary geometric design standards, and mass transportation needs.

C. Drainage Analysis. To include a master drainage plan and analysis of the development area.

D. Utility Extension Feasibility Plan. To include preliminary sizing and location of all utilities to be extended within and to the property sought to be annexed.

EFFECTIVE as of the day first above written.

(Petitioner),
a Colorado limited liability company
By _____
(title)
By _____
(title)

CITY OF GUNNISON, a Colorado home
Rule municipality
By _____
Mayor

ATTEST:

City Clerk