



# ANNEXATION<sup>(1)</sup>

## *Application Instructions*

<b>Staff Use Only</b>	
Application Number:	_____
Project Name:	_____
Fees Paid: \$	_____
Received By:	_____
Date:	_____
Complete:	<b>Y</b> <b>N</b>
Admin. Fees Due: \$	_____
Invoice Sent To Applicant On:	_____
By:	_____

Prior to making a petition to annex land to the City of Craig, a pre-application conference with City Staff is required. Please call (970)826-2013 to schedule this conference. After the conference, the following information should be submitted with a letter requesting annexation to the City of Craig .

- |   | <b>Staff use<br/>only</b> |
|---|---------------------------|
| 1. Application Fee of \$ 500.00 plus \$150.00 per acre.   | <b>Y</b> <b>N</b>         |
| 2. Completed City of Craig <i>Land Use Application</i> form attached marked for annexation.   | <b>Y</b> <b>N</b>         |
| 3. <u>Project narrative. Please provide the following: (2 copies)</u>   |                           |
| • Written legal description and map of property and its surroundings.   | <b>Y</b> <b>N</b>         |
| • Requested zoning classification(s).   |                           |
| • Assessment of impact of the proposed development on existing services and public facilities.  |                           |
| • Development concept plan describing the desired use of the property.  |                           |
| • Any known hazards due to topography, geology or hydrology on the property.  |                           |
| • Sources of water, sanitary sewer and other utilities to be used to serve the property.  |                           |
| • Any terms proposed for the Annexation Agreement.  |                           |
| • Other information as identified and requested at the pre-application meeting.   |                           |
| 4. Deposit for professional and administrative services. (\$2,000.00) and signed agreement for reimbursement of City expenses related to Annexation and Zoning. | <b>Y</b> <b>N</b>         |

**Note:** *After receiving the application, City Staff will evaluate the proposal according to the criteria set out in Article 13 of the Craig Land Use Code. If the annexation meets those criteria, Staff will work with the applicant to draft an Annexation Agreement to be submitted with a formal Annexation Petition.*



**Staff Use Only**

Application Number: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

# LAND USE APPLICATION

- 1. This is the master land use form for the City of Craig. Please use to apply for:**  
(please circle one of the following as appropriate)

Administrative Subdivision  
Major Subdivision **1 2 3**  
Planned Development Overlay  
Sign Permit  
Temporary Use

Annexation  
Variance or Appeal  
Minor Subdivision  
Rezoning  
Other: \_\_\_\_\_

Conditional Use  
Waiver  
RV Park  
Site Plan

- 2. Project Name:** \_\_\_\_\_  
please print or type legibly

- 3. Contact information:** (a list of additional contacts may be attached)

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

- 4. Property Description:**

Address or Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

- 5. Purpose:** (describe intent of this application in 1-2 sentences)

\_\_\_\_\_  
\_\_\_\_\_

- 6. Certification:** (must be signed in blue ink)

*I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_ **AND**

*I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the City of Craig must be submitted prior to processing of this application.*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_