



ANNEXATION & PLANNED UNIT DEVELOPMENT ZONING SUBMITTAL CHECKLIST

This application is to annex and zone property that is outside City limits into the City of Loveland. The Planned Unit Development process is intended to create a zoning district that allows for a mix of land uses and varying development standards. The following information is required for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional fees may be required during the review process. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

1. **Concept Review Meeting.** Meeting held on: _____
2. **Traffic Impact Study (TIS)** scoping meeting held on: _____
3. **Application Checklist.** Complete this checklist with boxes checked verifying submittal of the required information.
4. **Application.** Complete and sign the *Application* form on the City's Development Center (DC) website.
5. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
6. **Annexation Map** prepared in compliance with the *Annexation Map Requirements* on the City's DC website.
7. **Authorization Letter** from the City's Development Services Director to prepare a *PUD Zoning Document* (see item 17 regarding Zoning Document requirements).
8. **Legal Description.** All legal descriptions must be in a Microsoft Word format.
 - a. Annexation legal description.
 - b. Zoning district boundary legal description – only required for multiple zoning districts or if the zoning district boundary is different from the annexation boundary.

9. **Title Commitment** verifying the record title owners and identifying encumbrances and exceptions to title. The title commitment must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment.
10. **Ownership Information.** Names of all owners of property being annexed as such names and addresses appear on the latest records of the Larimer County Clerk and Recorder. The list must also include the names and addresses of any ditch companies that have improvements within the area to be annexed.
11. **Petitions**
 - a. Annexation Petition. The petition must be signed by more than 50% of the landowners owning more than 50% of the land area to be annexed, excluding public streets. The required format and content is set forth in the *Annexation Petition* available on the City's DC website. The signatures on the petition cannot be dated more than 180 days prior to the date the City Clerk accepts the petition, or new signatures will be required.
 - b. Zoning Petition. The petition must be signed by all persons or entities having a record interest in the area to be zoned. The required format and content is set forth in the *Zoning Petition* available on the City's DC website.
12. **Special Provision Request.** Provided in letter format indicating any special terms or conditions requested by the petitioners with the annexation. Do not submit if there are no requests.
13. **Reports, Assessments and Studies.** All reports must include suitable evidence of the professional qualifications of the person who prepared the report.
 - a. Mineral Extraction Report in compliance with the Colorado Revised Statutes Section 34-1-305, as amended. This item can be waived for properties requesting Developing Resource zoning.
 - b. Phase 1 Environmental Site Assessment (ESA) prepared by a qualified specialist in accordance with the guidelines of the U.S. Environmental Protection Agency.
 - c. Site Inventory Map prepared by a land planner, licensed landscape architect, licensed surveyor, or similar professional if the site contains one or more of the below environmentally sensitive areas. The map shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City's DC website. The site inventory map will be reviewed by the City to determine if an Environmentally Sensitive Areas Report is required (See item 12d).
 - i. Mature stands of vegetation;
 - ii. Irrigational canals, ditches and water courses;
 - iii. Wildlife Habitat Areas and Corridors; or
 - iv. Environmentally Sensitive Areas listed in 12d that are located within 100 feet of the property boundaries but not within the property boundaries.

- d. Environmentally Sensitive Areas Report prepared by a qualified biologist if the site contains one or more of the following environmentally sensitive areas. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City’s DC website.
 - i. Any of the environmentally sensitive areas as identified in the “City of Loveland Natural Areas Sites”;
 - ii. Land within the ordinary high water mark of a river, stream, creek, lake, or reservoir;
 - iii. Jurisdictional or non-jurisdictional wetlands;
 - iv. Existing drainage patterns and areas within the floodway and flood fringe including areas within designated floodways or floodplains of major drainages as well as smaller tributary drainages without designated floodways or floodplains; or
 - v. Fault and aquifer recharge and discharge areas.
 - e. Master Traffic Impact Study, per the City’s Street Standards available on the City’s DC website, unless waived by the Transportation Development Division. If not included, please indicate the reason below:
 - f. Water and Wastewater Impact Demand Analysis, if required by the W/WW Division.
 - g. Fiscal Impact Analysis to measure and assess the fiscal impact of the proposed annexation, if required per the concept review meeting.
14. **Special Conditions or Exceptions** imposed by Larimer County on the property to be annexed.
 15. **Right-of-Way Documentation** for existing unincorporated roads within the boundaries of the property to be annexed. For example, include copies of recorded right-of-way deeds and county subdivision plats dedicating rights-of-way.
 16. **Deeds of Dedication for Additional Rights-of-Way** required for arterial and collector roadways adjacent to or within the boundaries of the property, in compliance with the City’s street standards and Transportation Master Plan. A draft of the dedication instrument must be submitted for review with the first submittal of the annexation application. The final dedication must be submitted to the City prior to recording the annexation map. *Right-of-way Dedication Forms* are available on the City’s DC website.
 17. **Annexation and Zoning Assessment** with respect to the following:
 - a. Consistency with the Comprehensive Plan detailing how the project is consistent with the land use map, strategies, and philosophies in the comprehensive plan. If the proposed zoning is not consistent with the land use map, an amendment to the comprehensive plan may be required.
 - b. Impact on Existing Residents. Whether the annexation creates any additional cost or burden on currently existing residents of the City to provide public facilities and additional community services in any newly annexed area.

- c. Impact on School District demonstrating that an arrangement with the school district has been made regarding the dedication of a school site or payment of fees in lieu of said dedication.
 - d. Intergovernmental Agreement demonstrating that the proposed annexation is in compliance with all pertinent intergovernmental agreements with the City.
 - e. Compliance with City Street Standards. All existing and proposed streets in newly annexed territory must be constructed in compliance with all current City standards.
 - f. Water Rights stating that the annexation will comply with the water rights requirements of Title 19, Loveland Municipal Code.
 - g. Best Interest of Citizens. Whether the proposed annexation is in the best interest of the citizens of Loveland.
18. **PUD Zoning Document** establishes standards for the development of property zoned for PUD, including allowable land uses and bulk standards. A *PUD Zoning Document* covers all of the land area to be included in the PUD.

Required Items not Needed with Initial Application

19. **List of Surface Owners** certified by the Applicant, of the names and addresses of all surface owners of record property that fall wholly or partially within the radius specified in *Public Notice Requirements* on the City's DC website. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing.
20. **Community Participation Report** is required after the neighborhood meeting. The report must include the information as set forth in the Community Participation Report Requirements.
21. **Affidavits of Notice** for posting signs and sending letters prior to holding a neighborhood meeting or public hearing. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.
22. **Final Annexation Map and PUD Zoning Document** as approved by City Council. One full size (24" x 36") copy with all applicable non-city signatures and stamps (owner, surveyor, etc.) delivered to the Current Planning Division. Or pdf copy emailed to the project planner with all applicable non-city signatures and stamps (owner, surveyor, civil engineer, landscape architect, notary, etc.). As an alternative, the coversheet with non-city signatures can be delivered in paper copy to the Current Planning Division, with the remainder of the plan set sent by pdf to the project planner.
23. **AutoCad Digital Data File** of the Annexation Map as approved by City Council in an AutoCad Release 2015 DWG/DXF or newer format. The digital data must comply with the layer names and descriptions on the *Digital Submission Standards For City Plats, Maps, and Plans*. The Annexation Map will not be recorded until the digital data file is received by the City.