

ANNEXATION PETITION CHECKLIST

- Fees** (*Application fees are non-refundable*)
 - Application Fee: \$ 1050.00 (*Payable to City of Englewood*)
- Development Review Team Meeting**
 - Provide meeting notes
- Letter of Authorization** (*if applicant is not the property owner*)
- Documentation of Legal Interest**
- Annexation Agreement** (*Negotiated prior to Annexation Petition submittal*)
- Written Statement** describing how the proposed annexation complies with or why the proposed annexation is appropriate based on:
 - The Municipal Annexation Act of 1965 (C.R.S. Section 31-12-101, et. seq., as amended);
 - The Englewood Comprehensive Plan, [Englewood Forward](#);
 - The [Englewood Municipal Code](#);
 - Capacity existing to adequately provide necessary utilities, facilities and appropriate urban level of services; and
 - Proposed zoning
- Site Plan** (*Include the following items on the site plan*)
 - Written and graphic scale
 - North arrow
 - Area and dimensions of property subject to Annexation Petition
- Other Documents** (*Provide any special agreements, easements, conveyances, restrictions or covenants governing the property*)
- Additional Material/Information** as requested by City Manager or Designee

Submit the completed checklist along with your application.

Submittals will only be accepted via <https://lms.EnglewoodCO.gov>

Apply under Planning Projects: [Submit Application >> Zoning >> Annexation](#)

Avoid delays – Submit a complete application!