

Annexation Petition Checklist

The checklist that accompanies the Annexation Petition application.

- 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
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- 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 with the owner's signature on the application.
 - Document Name: Proof of Ownership
-

- 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
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- 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
-

- 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
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- Water Dedication Packet: Please be aware that the following Water Dedication Packet will be required to be submitted at Final Plat.
 - Document Name: Water Dedication Packet
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- 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.
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- 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?
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- 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?
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Hard Copy Requirements:

1. Two (2) bound copies of the Annexation Map
2. Two (2) sets of pre-printed address labels
3. One (1) copy of the Application (printed from digital submittal)
4. One (1) original signed Annexation Petition with required exhibits

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

- I understand that by submitting all electronic files, required hard copy documents, and the application fee to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. Any application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**



Community Development

500 South 4th Avenue
Brighton, Colorado 80601
303-655-2059 (Phone and Facsimile)
www.brightonco.gov

Annexation Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Annexation for" Project Name (i.e. Annexation Map for Smith Property.)
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given:

1. Annexation Map Sheet X of Y
2. The first Sheet shall include the following:
 - a. Names and owners of abutting, existing subdivisions or "Unplatted"
 - b. Signature blocks (provided by the City)
 - c. Overall Vicinity Map
 - d. Full legal description including acreage

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