



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544
Community Development Department
www.bayfieldgov.org/development

ANNEXATION PROCESS HANDOUT

REQUIRED SUBMITTAL INFORMATION

- ☐ Completed, Signed Land Use Application and Deposit per Adopted Fee Schedule:
www.bayfieldgov.org/development
- ☐ Digital PDFs are preferred for all Applications.
- ☐ Annexation application fee and deposit
- ☐ Annexation Petition
- ☐ Annexation Impact Report (if over 10 acres) CRS 31-12-108.5
- ☐ Proof of ownership of the property in question (deed and encumbrances) and a notarized letter of authorization for any representative who may act on the property owners' behalf (if applicable)
- ☐ Narrative of the proposed project, including but not limited to the following.
 - ☐ Property address and legal description.
 - ☐ Current usage, Comprehensive Plan Designation, land use of surrounding properties, and proposed new zoning.
 - ☐ General development schedule and phasing plan,
- ☐ Annexation Plat prepared in accordance with Bayfield Land Use Code Section 3-6 (must include written legal description)
- ☐ Development plan and guide for planned unit development (PUD) zoning, if applicable, prepared in accordance with Bayfield Land Use Code Section 3-10(E)(a)
- ☐ Adjacent Surrounding Land Owner address list within 200 feet of property
- ☐ Additional reports or studies as may be required by the land use administrator based on referral agency comments, usage requirements, or other significant environmental impacts Sec. 3-11(E)

OTHER INFORMATION

Annexation is an important tool for municipalities to expand commercial and residential base and to achieve logical urban development. Bayfield works with La Plata County to define growth areas and desired zoning in areas around Town limits which promotes logical development of adjacent areas in a manner congruent with existing land uses. It also gives property owners and residents an opportunity to become a formal part of a community to which they relate and to become eligible for Town services.

Owners of property adjacent to Bayfield Town limits may petition for annexation into Town limits if the property in question meets specific criteria per Colorado Statutes and Bayfield's future land use plan. Annexation often is accompanied by additional land use changes and development projects, some of which may occur concurrently. Annexation is governed by the Town's Comprehensive Plan and the growth boundary agreed upon with the County to maintain continuity of zoning districts during growth.

Once the Annexation application is accepted as complete at Town Hall, applicants and their agents will attend a public hearing before the Bayfield Planning Commission to offer comment to and answer questions from Commissioners. The Commission will weigh the application, staff reports, comments from referral agencies, and public testimony. The Commission may require further action by the applicant or staff before decision on the proposed project and recommendation to Board of Trustees, who will follow the same process for final approval or denial. Approved annexation requests will be formalized through recording of a Town ordinance with La Plata County Clerk and Recorder.



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ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S. and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Bayfield for annexation to the Town of Bayfield of the within described unincorporated area situated and being in the County of La Plata, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

- 1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of _____ acres more or less.
- 2) That the area sought to be annexed to the Town of Bayfield meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:
 - a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Bayfield. The property for which annexation is sought has a total of _____ feet contiguous to the Town of Bayfield.
 - b. The area for which annexation is sought shares a community of interest with the Town of Bayfield.
 - c. The area for which annexation is sought will be urban in character in the near future
 - d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Bayfield.
 - e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.
 - f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.
 - g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.
 - h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Bayfield more than three miles in any direction from any point of the Town's boundary in any one year.
- 3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.
- 4) That the petitioners request that the Town of Bayfield approve this annexation
- 5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.
- 6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the

property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

- 7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.
- 8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.
- 9) Upon annexation, property owners must dedicate water rights, based on proposed water use to the town of Bayfield (Ord. 15-86).
- 10) The Town of Bayfield will send copies of the annexation plat to the affected agencies for comment (Bayfield School District, La Plata Electric, Black Hill Energy, Upper Pine River Fire Protection District, etc.)
- 11) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, & regulations of the Town of Bayfield.

WHEREFORE, the undersigned petitioners request that the Town of Bayfield approve the annexation of the Property.

Petitioner Name

Petitioner Name

Petitioner Signature

Date

Petitioner Signature

Date

STATE OF COLORADO)
) ss.
COUNTY OF)

STATE OF COLORADO)
) ss.
COUNTY OF)

Subscribed and sworn to before me this ____
day of _____, 202__,
By _____.

Subscribed and sworn to before me this ____
day of _____, 202__,
By _____.

Notary Public

Notary Public

My commission expires: _____

My commission expires: _____



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LAND USE APPLICATION

Property Owner(s)	Mailing Address
Phone	Email
Applicant (if other than owner)	Mailing Address
Phone	Email

Project Name _____	
Project Address _____	
Parcel Number _____	Parcel Square Footage/Acres _____
Current Zoning _____	Proposed Zoning _____
Current Use _____	Proposed Use _____

PROPOSED APPLICATION TYPE (*See Supplemental Forms Needed for Specific Applications):

- | | |
|--|---|
| <input type="checkbox"/> Subdivision/PUD Sketch Plan | <input type="checkbox"/> Pre-Annexation Agreement* |
| <input type="checkbox"/> Subdivision/PUD Prelim Plan | <input type="checkbox"/> Accessory Dwelling Unit (ADU)* |
| <input type="checkbox"/> Subdivision/PUD Final Plan/Plat | <input type="checkbox"/> Vacation Rental* |
| <input type="checkbox"/> Minor Subdivision (4 or fewer lots) | <input type="checkbox"/> Small Cell Commercial Mobile Radio |
| <input type="checkbox"/> Replat/Vacation/Lot Consolidation | <input type="checkbox"/> Free Standing Commercial Mobile Radio |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Mounted Commercial Mobile Radio |
| <input type="checkbox"/> Rezone | <input type="checkbox"/> Temporary Use Permit* |
| <input type="checkbox"/> Use by Review | <input type="checkbox"/> Recreational Vehicle Permit (7-Days) |
| <input type="checkbox"/> Land Use Code Amendment | <input type="checkbox"/> Sign Permit* |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Floodplain Permit |
| <input type="checkbox"/> Variance/Appeal | <input type="checkbox"/> Other-Please describe below |
| <input type="checkbox"/> Annexation* | |

Project Summary _____

REQUIRED SUBMITTAL INFORMATION:

- ☐ Complete all sections of application. Incomplete applications will be rejected.
- ☐ Digital submittals preferred, email to nkillian@bayfieldgov.org
- ☐ Attach proof of ownership (deed and encumbrances) of the property for proposed development.
- ☐ If the Applicant is not the owner, submit a notarized letter from owner authorizing the process.
- ☐ Submit a project narrative and all required supporting documentation as outlined in the Bayfield Land Use Code (LUC):
https://library.municode.com/co/bayfield/codes/land_use_code?nodeId=LAUSCOTOBACO
- ☐ Submit the appropriate fees and deposits to Town Hall by dropping them off, mailing them or calling in with a credit card. Cash, check or credit cards (except American Express) are all accepted.
- ☐ *Submit Additional Supplemental Forms

ACKNOWLEDGEMENT AND AUTHORIZATION:

I, _____, hereby authorize the Community Development Department to proceed with processing this application under the requirements of the Town of Bayfield Land Use Code (LUC), and acknowledge that the information provided herein is accurate to the fullest extent of my knowledge. I also understand that all engineering fees, attorney fees, legal notices and recordation fees incurred by the Town of Bayfield regarding the above referenced project will be paid by my deposit first and then invoiced to me for reimbursement after the deposit is depleted. I hereby agree to pay these fees in a timely manner. I also understand that if these fees are not paid, I may be subject to appropriate actions taken by the Town to collect these fees as well as delay or denial of the proposed project.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____