CURRENT PLANNING DIVISION



410 E. 5th Street | Loveland, CO 80537 | 970-962-2523 eplan-planning@cityofloveland.org | cityofloveland.org/DC

Annexation Mapping Requirements

The annexation map must be prepared in accordance with the standards in CRS 31-12-107, as amended, and must show the following:

- 1. Existing tracts and lots to be annexed with the names of all owners identified;
- 2. A written legal description of the area to be annexed;
- 3. A written legal description of the boundaries of each of the proposed zone districts within the area to be annexed:
- 4. The boundary of the area to be annexed (this boundary must be designated by a 1/8 inch wide hatched border applied to the inside of the bold boundary line ///);
- 5. The boundary of the City of Loveland and other municipality that is contiguous to the boundary of the area to be annexed (the City of Loveland boundary must be designated by a 1/8 inch wide double hatched border applied to the inside of the bold boundary line XXX);
- 6. The annexation boundaries, street right-of-way lines, and parcel lines designated with bold and solid lines:
- 7. Each sheet shall show title, north arrow, scale (minimum 1" = 100', or as determined by the Director), bar graph, and sheet number.
- 8. A vicinity map showing the proposed annexation and surrounding areas;
- 9. All existing structures, including signs, power poles and utility equipment, on the property to be annexed;
- 10. All County road and State and Federal highway right-of-way contiguous to the property boundary to be annexed (all County, State and Federal rights-of-way contiguous to the property boundary must be included in the annexation);
- 11. Railroad right-of-way contiguous to the property boundary to be annexed (railroad rights-of-way contiguous to the property boundary must be included in the annexation);
- 12. Bearings and distances as set forth in the legal description for the boundary of the area to be annexed, confirming that the boundary closes mathematically;

- 13. North arrow, date prepared and revised, if applicable, name of the annexation, bar scale, and sheet number:
- 14. The location of each ownership tract in unplatted land and, if part or all of the areas is platted, the boundaries and plat numbers of plots or of lots and blocks;
- 15. The area of all tracts, plots, and lots within the area to be annexed to the nearest square foot;
- 16. The annexation title within the upper and lower right margins, for filing purposes;
- 17. A subtitle describing the origin of the proposed annexation beneath the title (the origin of the annexation must include entire parcels as described in the Larimer County records);
- 18. Complete subdivision and annexation names labeled on adjacent properties, including land across right-of-way. Property within the County shall be labeled "Unincorporated Larimer County";
- 19. A key map showing the relationship of individual sheets on the first sheet of the map set, in the case of three or more sheets. Match lines and labels are required on each sheet of a set. Map notes shall appear only on the first sheet;
- 20. A table showing the length of the total boundary of the area to be annexed, the length of the boundary of the area to be annexed necessary to meet the 1/6th contiguity required of CRS 31-12-104;
- 21. All FEMA regulated Floodway and Floodplain boundaries within the property to be annexed;
- 22. All adjacent state jurisdictional dam information (dam name, normal water surface elevation, 100-year water surface elevation, and probable maximum precipitation (PMP) water surface elevation); and
- 23. The following certificates:

Certificate No. 1: Mayor Certificate

This map is approved by the City Council of the City of Loveland, Larimer County, Colorado by	
Ordinance No	, passed on second reading on this day of
, 20, for filing with the Clerk and Recorder of Larimer County.	
By:	
Mayor	
Attest:	
City Clerk	
I	

Certificate No. 2: Surveyor Certificate

I,, a registered Land Surveyor in the State of Colorado, (printed name of surveyor) do hereby certify that the annexation map shown hereon is a reasonably accurate depiction of the parcel of land legally described hereon and, to the extent described herein, that at least one sixth (1/6) of the peripheral boundary of said parcel is contiguous to the boundary of the City of Loveland, Colorado. The map was compiled using existing plats, deeds, legal descriptions, and other documents and is not based on the field survey nor should it be construed as a boundary survey.
Surveyor Signature
Printed name of Surveyor and PLS #