



Annexation

Submittal Requirements

Project:

Pre-Application Meeting Date:

Applicants in Attendance:

Town Staff in Attendance:

First Submittal

Required by Town	<i>Item</i>	Quan	Comments
	Application Notebook	5	1 original, 4 copies
	Table of Contents	5	1 original, 4 copies
	Vicinity Map	5	For staff review
	Cost Agreement (Exhibit G)	7	1 original, 6 copies
	Development Application (Exhibit H)	5	1 original, 4 copies
	Fiscal Impact Analysis (Exhibit K)	5	For staff review
	Water Rights Questionnaire (Exhibit L)	5	For staff review
	Signed Annexation Petition (Exhibit M)	5	1 original, 4 copies
	Annexation Agreement (if drafted) (Exhibit N)	5	2 original, 4 copies
	Environmental Assessment	5	For staff review
	Legal Description / Lot Closures	5	For staff review
	Mineral Estate Owners List	5	For staff review
	Owners of Interest List	5	For staff review
	Surrounding Property Owners List	5	For staff review
	Tax Certificate	5	For staff review
	Title Commitment	5	For staff review
	CD containing entire submittal	5	For staff review
	Empty 3-Ring Notebook	1	To Planning Coordinator
	<i>Map Sheet Documents</i>		
	Annexation Map (full size paper)	5	Place in or clip to each Notebook
	<i>Other Documents</i>		
	Outline Development Plan	5	See ODP Submittal Requirements

Notes

- 1 Notebook submittal includes a hard copy of all documents and sheet sets with one notebook labeled "Original" containing all original documents. A CD of all documents shall also be included.
- 2 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 3 If processing 2 or more types of applications concurrently, duplication of submittal items is not necessary.



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Project:

Second Submittal

Required by Town	<i>Item</i>	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	16	For P&Z, in-house referrals & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<i>Map Sheet Documents</i>		
	Annexation Map (full size paper)	17	For Impact Report, P&Z & staff review
	<i>Other Documents</i>		
	Outline Development Plan	17	See ODP Submittal Requirements
	Affidavit of Mailing-Referral Agencies (Exhibit X)	1	1 original

Notes

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 Referral Agency mailing shall include CD of sheet sets (plat, map, development plan) and a Vicinity Map to all noted Referral Agencies.
- 3 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



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Project:

Third Submittal

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	13	For Town Board & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<i>Map Sheet Documents</i>		
	Annexation Map (full size paper)	5	For staff review
	<i>Other Documents</i>		
	Outline Development Plan	5	See ODP Submittal Requirements

Notes

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.

- 2 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



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Fourth (Final) Submittal Documents

Required by Town	Item	Quan	Comments
	<i>Map Sheet Documents</i>		
	Annexation Map (mylar)	2	For recordation
	<i>Other Documents</i>		
	Outline Development Plan (mylar)	1	See ODP Submittal Requirements
	Annexation Agreement	2	Originals executed by applicant
	Updated Title Commitment	4	For mylar review

Notes

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator.

- 2 If Conditions of Approval have been imposed by the Board, submit five (5) paper copies to the Planning Coordinator for staff review prior to submitting mylars.