Planner's Name:	**SUBMITTAL CHECKLIST**	Date:
	ANNEXATION	Expiration Date: 6 months from above date

Location:	Type of Use:

Date Received: ____________________

Receipt #: ____________________

File #: ____________________

ITEMS: DESCRIPTION & SSID REFERENCE	City Community Development	City Development Engineer	City Utility Engineer	City Surveyor	City Parks/Recreation	City Attorney	County Public Works	City Fire Dept / Clifton Fire Dept	City Police Department	City of GJ Planning Commission	City Addressing	City Code Enforcement	County Planning	City Council	School District 51 (higher density)	Qwest	Xcel	GVP	Water District	Sewer District	Drainage District	Irrigation District	Urban Trails	RTPO	Other										Total required
	●	●	O	●	O	O	O	●	O	O	O	●	●	O	O	O	O	O	O	O	O	O	O	●	O										
Application Fee(s)	1																																		
● Development Application Form* II-1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										
● Submittal Checklist* III-1, #5	1																																		
● Review Agency Comment Sheet* III-1, #6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										
● Ownership Statement* and deed IV-3, #14	1			1		1																													
● Location Map V-12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										
● Boundary Survey	1			1		1																													
● Public Hearing Sign Deposit*	1																																		
● Annexation Petition*	1																																		
● Legal Description IV-4, #15	1			1																															
● Names and Addresses	1																																		
● General Project Report VI-4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										

SAMPLE

Notes: * An asterisk in the item description column indicates that a form is supplied by the City and available on the City website.