

**TIMELINE  
ANNEXATION & ZONING**

- \_\_\_\_\_ Submission of packet to City Clerk request public notices
- \_\_\_\_\_ Notices to Planning for Review
- \_\_\_\_\_ City Council Meeting/Resolution to set Public Hearing (Notice of Public Hearing must be published 4 successive weeks/the first not less than 30 days before the hearing)
- \_\_\_\_\_ 1<sup>st</sup> Publication Notice of Public Hearing for Annexation before City Council  
(submit to newspaper\_\_\_\_\_)
- \_\_\_\_\_ 2<sup>nd</sup> Publication Notice of Public Hearing for Annexation before City Council  
(submit to newspaper\_\_\_\_\_)
- \_\_\_\_\_ Impact Report due to City Clerk (Actually due to be mailed 25 days prior to hearing) LESS THEN 10 ACRES NOT REQUIRED
- \_\_\_\_\_ Petition and plat, 6 copies of each, due to City Clerk (Actually due to be mailed 25 days prior to hearing)
- \_\_\_\_\_ 3<sup>rd</sup> Publication Notice of Public Hearing for Annexation before City Council  
(submit to newspaper\_\_\_\_\_)
- \_\_\_\_\_ Publication of Notice of Public Hearing for Zoning before Planning Commission  
(Submit to newspaper\_\_\_\_\_)
- \_\_\_\_\_ Notice of Public Hearing, Resolution, Petition and Impact Report, if required, are to be mailed to County and Districts at least 25 days prior to hearing
- \_\_\_\_\_ Notice to Adjacent Property Owners
- \_\_\_\_\_ 4<sup>th</sup> Publication Notice of Public Hearing for Annexation before City Council  
(submit to newspaper\_\_\_\_\_)
- \_\_\_\_\_ Planning Commission Meeting – Public Hearing for Zoning Annexation
- \_\_\_\_\_ Draft Annexation Agreement
- \_\_\_\_\_ Publication of Notice of Public Hearing for Zoning before City Council  
(submit to newspaper\_\_\_\_\_)
- \_\_\_\_\_ Submit copy of ordinances to newspaper
- \_\_\_\_\_ City Council Meeting /Public Hearing  
ANNEXATION & ZONING -Resolution Making Findings Fact  
1<sup>st</sup> Reading Annexation Ordinance  
1<sup>st</sup> Reading Zoning Ordinance
- \_\_\_\_\_ City Council Meeting  
2<sup>nd</sup> Reading Annexation Ordinance  
2<sup>nd</sup> Reading Zoning Ordinance
- \_\_\_\_\_ Ordinance Final ten days after enactment
- \_\_\_\_\_ Challenge period ends
- \_\_\_\_\_ Record annexation documents w./Boulder County & State of Colorado submit documents to Utilities  
2 mylars and 4 bluelines (8 reduced to 11x17)