

MUNICIPALLY OWNED LAND
ANNEXATION PROCEDURE

1. The City Council shall pass a resolution of intent to annex such municipal area initiating annexation proceedings.
2. The City Planner shall prepare or cause to be prepared an annexation map.
3. The City Planner shall prepare a map amendment application and, if required, a subdivision application.
4. If required, the City of Sterling shall cause to be prepared an Annexation Impact Report (AIR) concerning the proposed annexation and shall file one copy with the County Commissioners.
5. The Planning Commission at their next regularly scheduled meeting shall consider the annexation and map. The Planning Commission shall then make their recommendation to City Council on the proposed annexation and shall initiate zoning and, if required, subdivision proceedings.
6. The City Council shall then hold a meeting on the proposed annexation. Upon the completion of the meeting, the City Council, by resolution, shall set forth as findings of fact and its conclusion based thereon with reference to the following matters:
 - Whether or not the requirements of the applicable parts of CRS 31-12-104 have been met; (See Form 2)
 - Whether or not the requirements of the applicable parts of CRS 31-12-105 have been met; (See Form 3)
 - Whether or not an election is required under CRS 31-12-107(2); and
 - Whether or not additional terms and conditions are to be imposed.
7. If the resolution of the City Council adopted pursuant to CRS 31-12-110 determines that the applicable parts of CRS 31-12-104 and 31-12-105 have been met, and further determines that an election is not required under CRS 31-12-107(2), and does not determine that additional terms and conditions are to be imposed, the City Council may thereupon annex the area proposed to be annexed by ordinance. Such ordinance shall state that the area proposed to be annexed is owned by the City of Sterling and is not solely a public street or right-of-way.

OR

If the resolution of the City Council adopted pursuant to CRS 31-12-110 determines that the applicable parts of CRS 31-12-104 and 31-12-105 have been met, and further determines that an election is required under CRS 31-12-107(2) or determines that additional terms and conditions are to be imposed, an election shall be called.

8. The City Planner shall file one copy of the annexation map with the original of the annexation ordinance in the office of the Clerk of the City of Sterling.
9. The City Clerk shall file for recording two certified copies of the annexation ordinance and map of the area annexed containing a legal description of such area with the County Clerk and Recorder of each county affected.
10. The City Clerk shall instruct the County Clerk and Recorder to file one certified copy of such annexation ordinance and map with the Division of Local Government of the Department of Local Affairs.
11. No annexation shall be effective until the requirements of number 9 above are met.
12. If the requirements of 8, 9, and 10 above are met, the area shall be annexed upon the effective date of the annexing ordinance.