

**ENCLAVE**  
**ANNEXATION PROCEDURE**

1. The City Council shall pass a resolution of intent to annex such enclave 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. The City Clerk shall give notice as follows: A copy of the resolution of intent to annex initiating annexation proceedings together with a notice that, on the given date and at the given time and place set by the City Council, the City Council shall hold a hearing upon said resolution of the City of Sterling. Said notice shall be published once a week for four successive weeks in some newspaper of general circulation in the area proposed to be annexed. The first publication of such notice shall be at least thirty days prior to the adoption of the ordinance annexing said area. (NOTE: The resolution of intent to annex initiating annexation proceedings shall be used as the required notice.)
5. The proof of publication of the notice and resolution or, the summary thereof, shall be returned when the publication is completed, and the certificate of the owner, editor, or manager of the newspaper in which said notice is published shall be proof thereof.
6. The annexation and map shall be considered by the Planning Commission at their next regularly scheduled meeting. The Planning Commission shall then make their recommendation to City Council on the proposed annexation and shall initiate zoning and, if required, subdivision proceedings.
7. 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 an election is required under CRS 31-12-107(2); and
  - whether or not additional terms and conditions are to be imposed.
8. If the resolution of the City Council adopted pursuant to CRS 31-12-110 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.

OR

If the resolution of the City Council adopted pursuant to CRS 31-12-110 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.

9. 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.
10. 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.
11. 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.
12. No annexation shall be effective until the requirements of number 10 above are met.
13. If the requirements of 9, 10, and 11 above are met, the area shall be annexed upon the effective date of the annexing ordinance.