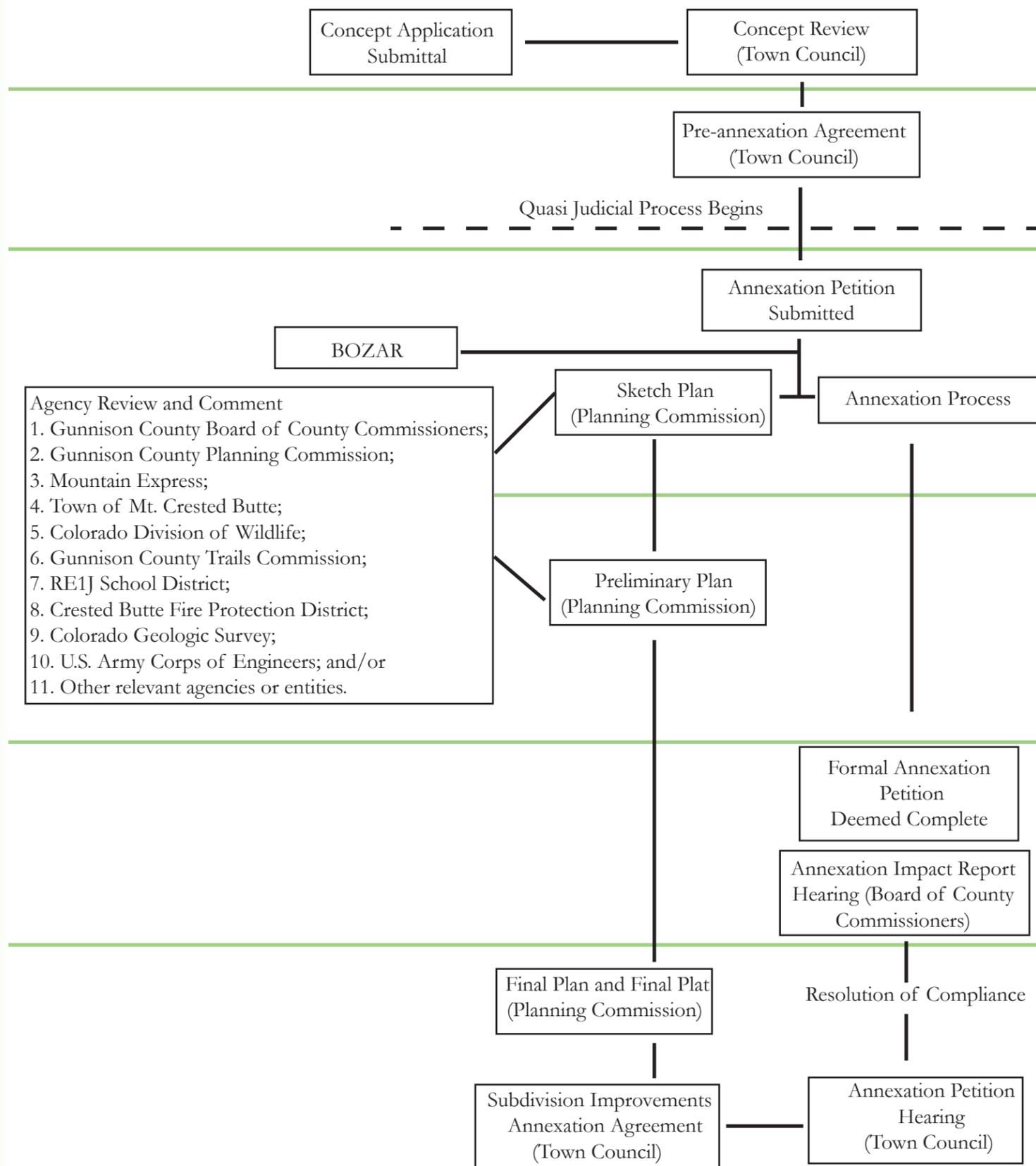


Annexation and Major Subdivision Review Procedures

(For Quick Reference Only, Please See Articles 15, 16, 17 of the Town Code)



Step 1. Concept Annexation Review

This stage is designed to allow the applicant to obtain an informal response from the Town Council on concepts and site layout. Key review criterion at this stage of the application includes:

- Land Uses
- Proposed Parks and Open Space
- Site Constraints
- Water and Sewer Connections
- Affordable Housing
- Transportation Systems

Step 2. Pre-Annexation Agreement

A pre-annexation agreement is a useful tool for addressing unique circumstances with a land use applications that are not typically addressed in Town development codes. The unique aspects with this annexation application include the landfill remediation, the use of Town owned property, the need for a facility master plan for the Public Works Yard, the possibility of the fire station relocation, and the possible need for engineering at the waste water plant.

Step 3. Submittal of Annexation Petition & Sketch Plan Subdivision Review

The first stage of subdivision Sketch Plan Review which must be approved prior to a formal annexation petition being submitted. After a formal application is submitted by the applicant, Town staff reviews it for completeness. Once an application is determined to be complete, the Sketch Plan is scheduled for a public hearing with the Planning Commission. Prior to this public hearing, a 30 day comment period occurs with multiple agencies. BOZAR is also required to have a hearing on the subdivision during this time period. At this stage the applicant is required to provide lot configuration, densities, detailed plans, wetland studies, and other information. The Sketch Plan Review is a public hearing and public comment is taken.

- Agency Review and Comment**
1. Gunnison County Board of County Commissioners;
 2. Gunnison County Planning Commission;
 3. Mountain Express;
 4. Town of Mt. Crested Butte;
 5. Colorado Division of Wildlife;
 6. Gunnison County Trails Commission;
 7. RE1J School District;
 8. Crested Butte Fire Protection District;
 9. Colorado Geologic Survey;
 10. U.S. Army Corps of Engineers; and/or
 11. Other relevant agencies or entities.

Step 4. Preliminary Plan Subdivision Review

This is the most important stage of the review process and requires substantial submittals from the applicant including detailed engineering, plans, calculations and other studies. Senior staff comments along with the hired Town Engineer's report are incorporated into a report prepared by the Planning Director which is presented to the Planning Commission. At this point, the details of the project including phasing, funding, parks, affordable housing, building, impact fees and other issues are to be tracked and summarized for the Subdivision Improvements Agreement ("SIA") and Annexation Agreement ("AA") which is prepared and presented to Town Council in Step 6. The Preliminary Plan Review is a public hearing and public comment is taken.

Step 5. Annexation Impact Report

At this stage the Gunnison County Board of County Commissioners will conduct a public hearing on the impacts of the annexation on Gunnison County. The applicant are responsible for preparing the report and presenting to County Commissioners. Recommendations and requirements will be delivered to the Town Council for their consideration at Step 6.

Step 6. Formal Annexation Petition Review and Final Subdivision Plan Review

This is the stage of the process where final entitlements are put into place. Several meetings are required to finalize the development as well as a series of Resolutions and Ordinances. Noticing of these meetings and setting the public hearing is critical to the success of running a smooth meeting process at this juncture. There will need to be additional ordinances to annex and zone the property. Resolutions are prepared for agreements such as the SIA and AA and approvals of the final subdivision. This final process takes a minimum of three Council meetings. Special meetings need to be planned well in advance because they will need proper noticing. Once approved, the final plat and agreements will need to be recorded. Financial securities put in place for the construction of infrastructure. The Town Council takes action on the final annexation approvals with the exception of the approval of the Final Subdivision Plan. The Planning Commission convenes to approve the Final Subdivision Plan prior to the Council taking action on Final Annexation approval.

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 6