CARBON VALLEY
PARKS & RECREATION DISTRICT

RE: Required Inclusion into Carbon Valley Parks and Recreation District - Frederick, Colorado

Dear Property Owner or Developer:

Pursuant to the Intergovernmental Agreement between Town of Frederick and Carbon Valley Parks and Recreation District (CVPRD), the Town requires developments/properties within the Town that are not currently within CVRPD to Petition for Inclusion into the special district. At present, the property owned by your organization in the Town of Frederick is not included in the parks and recreation special district.

To encourage immediate compliance with the agreement, an inclusion packet is enclosed with all District requirements. The packet contains instructions and forms to help you successfully and legally petition into CVPRD. A signed and notarized Petition for Inclusion form must be submitted as Exhibit A and a map of the real property/properties must be attached to the petition as well. CVPRD recommends you maintain a complete copy of the inclusion packet for your records before returning all original documents to the District for processing. CVPRD will absorb any costs associated with processing the inclusion request and a public hearing shall be scheduled.

The District requests that you respond with the petition for inclusion as soon as possible. Please do not hesitate to contact me directly with questions or concerns.

Thank you in advance for your cooperation and compliance.

Sincerely,

Dean Rummel
Executive Director
Drummel@cvprd.com

Enclosures

CARBON VALLEY
PARKS & RECREATION DISTRICT

Instructions for Inclusion of Real Property into Carbon Valley Parks & Recreation District

1. Pursuant to the Town/City annexation ordinance and Intergovernmental Agreement, a property that seeks annexation into or development within the Town/City shall also seek inclusion into all applicable special districts.

2. The Carbon Valley Parks and Recreation District absorbs all the costs associated with processing inclusion.

3. A Petition for Inclusion **must be executed before a notary public by 100% of the owners of the real property to be included into the District.**

4. An accurate legal description and map of the real property to be included into the District **must be attached to the fully executed Petition for Inclusion.**

5. The fully executed Petition for Inclusion must be filed with the District at the following address:

   Carbon Valley Parks and Recreation District

   Attention: Bryan Hostetler

   701 5th Street

   Frederick, Colorado 80530

   303.833.3660 Fax 303.833.7068

   bhostetler@cvprd.com

6. Upon the receipt of the Petition for Inclusion, the Board of Directors of the District will set a public hearing at which the Board will consider the petition. Notice of the public hearing will be published one time prior to the public hearing.

7. At such public hearing, upon the approval of the Petition, the Board will issue an Order of Inclusion, which will be filled with the Weld County District Court with a request that the District Court Judge issue a final Order of Inclusion.

8. Upon issuance of the Order of Inclusion by the Weld County District Court Judge, the Order will be recorded with the Weld County Clerk and Recorder, and the inclusion will be in effect.

Petition for Inclusion Filing Name:

_____

In the Matter of Carbon Valley Parks and Recreation District, Weld County, Colorado.

To The Board of Directors of District:

The undersigned Petitioner(s), being the free owner(s) of 100% of the real property hereinafter described, hereby request(s) that such property be included within the Carbon Valley Parks and recreation District, as provided by law, and for cause, state(s):

1. **That such property is capable of being served with facilities of District.**

2. **That assent to the inclusion of such property in the District is hereby given by the undersigned, who constitute(s) the free owner(s) of 100% of such property.**

3. **That there shall be no withdrawal from this Petition after consideration by the Board, nor shall further objections be filed thereto by the Petitioner(s).**

4. **That the inclusion of such property into the District shall be subject to any and all terms and conditions established by the Board and accepted by Petitioner(s), and to all duly promulgated rules, regulations and rates of District.**

5. **That the property owned by Petitioner(s) and sought to be included in District is accurately described as follows:**

   See Exhibit A attached hereto and incorporated herein by this reference.

CARBON VALLEY
PARKS & RECREATION DISTRICT

Exhibit A

(If more than two Petitioners/Property Owners, please copy this page as needed.)

PETITIONER (S):

_____	_____
Printed Name of Petitioner	**Printed Name of Petitioner**
_____	_____
Title / Company	**Title / Company**
_____	_____
Property Address	**Property Address**
_____	_____
City, State, Zip COUNTY	**City, State, Zip COUNTY**
Who owns_____ % of property	**Who owns _____ % of property**
_____	_____
Phone Number or Email	**Phone Number or Email**
_____	_____
Signature of Petitioner	**Signature of Petitioner**

State of Colorado)
) ss.
_____ County)

Subscribed and sworn to before me this _____ day of _____, 20___.

Witness my hand and official seal.

_____
Notary of the Public

My commission expires _____

CARBON VALLEY
PARKS & RECREATION DISTRICT

Office Use Only:

Received petition of inclusion _____ (date)

Board Agenda _____ (date)

Order of Inclusion submitted to Weld County Courts _____ (date)