

# Appendix G

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Policy and Standards  
for Maintenance and Improvement  
of Annexed Infrastructure  
(City of Fort Collins only)



## APPENDIX “G”

### POLICY & STANDARDS for MAINTENANCE AND IMPROVEMENT of ANNEXED INFRASTRUCTURE (CITY OF FORT COLLINS ONLY)

**G.01** City of Fort Collins Policy GM-2.1 “Annexation Policy” of the City Plan Principles and Policies, includes the following general statement for the handling of existing infrastructure constructed in Larimer County and subsequently annexed into the City:

**Infrastructure standards.** Developed land, or areas seeking voluntary annexation, must have their infrastructure improved (e.g., streets, utilities and storm drainage systems) to City standards, or must have a mechanism (e.g. a special improvement district, capital improvements program or other type project) in place to upgrade such services and facilities to City standards before the City will assume full responsibility for future maintenance.

This statement requires further clarification for application to infrastructure already meeting City standards as well as infrastructure that does not meet City standards. Therefore, this Appendix is established in order to (1) set the level of maintenance that the City will initially provide on annexed infrastructure and (2) present criteria for determining what improvements have to be done to upgrade the infrastructure to meet City Standards before the City assumes full responsibility for maintenance.

#### **G.02 MAINTENANCE CRITERIA**

##### **G.02.01 INITIAL MAINTENANCE**

**G.02.01.01 STREETS BUILT TO CITY STANDARDS** - In August 1989 the Larimer County Commissioners adopted “Urban Area Road Standards” (County Urban Standards) for streets built in the urban growth areas of the cities of Loveland and Fort Collins. These standards were modeled after, and equal to or better than, the City of Fort Collins street standards in effect at that time. Streets developed in the County that were designed and constructed to those standards would be considered “meeting current City standards.” As long as those streets have been maintained and not

allowed to deteriorate, the City would take on “full responsibility for future maintenance” to the level that all City streets built to City standards have been maintained. If the streets had not been maintained properly and repairs were necessary, the City would only provide minor maintenance to a level to keep the streets from becoming unsafe. With the improvements in a deteriorated state, the property owners adjacent to these streets would be required to rehabilitate the streets to meet acceptable maintenance standards of the City, at their expense, prior to the City taking on full responsibility for maintenance.

**G.02.01.02**

**STREETS NOT BUILT TO CITY STANDARDS** - All other streets and roads that have been annexed into the City and not constructed to County Urban Standard nor to City standards, shall be handled in the following way:

(a) The City shall provide only minor maintenance to the pavement surfaces to keep them from becoming unsafe. Minor maintenance may consist of periodic grading of gravel surfaces and filling potholes in asphalt surfaces. In addition the City will maintain all culverts and storm drainage pipes that pass under an annexed street.

(b) The property owners adjacent to annexed county streets will be responsible for maintenance of curb and gutter and/or borrow ditches and culverts that cross under driveways.

**G.02.01.03**

**UTILITIES** are generally owned by the City or by publicly regulated utility companies and/or districts. The City or the utility companies/districts shall maintain all utility lines and facilities owned by them. Private utility systems shall be the responsibility of the utility owners and not the City.

**G.02.01.04**

**STORM DRAINAGE SYSTEMS** - The level of maintenance of storm drainage facilities dedicated to the public, to be assumed by the City, shall be determined by the City. The property owners must first have a study made (at their expense) of the existing drainage system, including everything that contributes runoff to the system, how it functions, and how it conforms or fails to conform to City standards. The study must be performed by a professional engineer licensed in the State of Colorado. The study results must then be submitted to the City for evaluation. The City will evaluate the system for its adequacy as a functioning system and determine whether it meets city standards. If the system functions adequately, meets City standards and is located in the public right-of-way or located on land owned by the City, the City

will may accept certain responsibilities for maintenance. If the system does not function or has certain non-functioning parts or does not meet City standards, the City shall evaluate the seriousness of the deficiencies for the health, safety or welfare of the public and take appropriate action. Non-functioning components that cause damage only to the property owners adjoining the system, will be the full responsibility of those property owners to correct or improve as they deem necessary. If the system deficiencies do cause damage to the public other than the adjoining property owners, the City shall take action to the degree necessary to inform the property owners of the problem, indicating their responsibility to correct the problems.

**G.02.02 FULL RESPONSIBILITY FOR MAINTENANCE**

When infrastructure meets or has been upgraded to an acceptable level to meet City standards for the City to accept “full responsibility for maintenance,” the City shall maintain such infrastructure to the same level that maintenance is performed on all other public infrastructure in the City.

**G.03 IMPROVEMENTS TO CITY STANDARDS CRITERIA**

At such time that the City determines that minor maintenance is no longer adequate to protect public safety, the annexed infrastructure must be upgraded to City standards at no expense to the City. Improvements may be done voluntarily by the adjacent property owners, or the City Council may impose the improvements through the adoption of a Special Improvement District (SID). The SID is still an option available to the property owners on a voluntary basis.

The required improvements will be determined by the City specifically for each subdivision depending upon the existing problems that need to be corrected and constraints that may prevent certain improvements from being built. Required improvements to meet City standards at the expense of the property owners may include, but not be limited to, the following:

**G.03.01 STREETS**

- (a) Improve all streets to standard widths
- (b) Pavement (upgraded to 20 year design life)
- (c) Curb and gutter required (if borrow ditches must remain, other measures may be considered to allow runoff to the ditch, such as using a concrete edge to protect the pavement and borrow ditch)
- (d) Sidewalk - detached from the curb or roadway surface
- (e) Bridges and box culverts - Upgrade for HS20 design loading and 50 year design life
- (f) Retaining walls - Not allowed in the public right-of-way
- (g) Grades - Must meet minimum and maximum criteria
- (h) Street lights - must be paid for by the property owners and installed

- by the City
- (i) Borrow ditches and driveway culverts - If necessary to remain, must be maintained by the adjacent property owners

### **G.03.02 UTILITIES**

- (a) Water lines
  - (1) City or district owned lines, no improvements required
  - (2) Private lines will need to be upgraded to City or District standards for City or district acceptance
- (b) Sewer lines
  - (1) City or district owned lines, no improvements required
  - (2) Private lines will need to be upgraded to City or District standards for City or district acceptance
  - (3) In areas with no existing sewers (septic systems), sewer lines must be installed in the streets prior to upgrading the street.
- (c) Manholes and valve boxes - Adjust to grade of finished street surface
- (d) Other utilities - Upgrade to acceptable standards of the utility prior to paving

### **G.03.03 STORM DRAINAGE**

- (a) The drainage system must be upgraded to a functioning system
- (b) Borrow ditches - Remove and replace with concrete curb and gutter (if borrow ditches must remain, the minimum thalweg slope is 2% or if <2%, ditch must be paved with a concrete valley pan to prevent standing water)
- (c) Borrow ditch side slopes - Must be 4:1 or flatter
- (d) Driveway culverts - Replace with acceptable City standard pipe
- (e) Borrow ditches and driveway culverts - If necessary to remain, must be maintained by the adjacent property owners
- (f) Detention Ponds - Must be certified by a professional engineer licensed in the State of Colorado that it functions in accordance with City standards
- (g) Culverts under the streets - Corrugated metal, plastic or other material culverts must be resized and replaced with Reinforce Concrete Pipe that meets City standards.
- (h) Inlets - May need to be replaced or remodeled if they are undersized or do not meet City standards

### **G.03.04 OTHER IMPROVEMENTS**

- (a) Other improvements unique to the location - The City shall be the determining authority on what must be done with unique circumstances not covered in the above criteria.

## **G.04 ARTERIAL AND COLLECTOR STREETS**

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These Criteria shall apply to all annexed streets, including arterial and collector streets, which have been developed in the County. Since arterial and collector streets generally carry more traffic for the public at large than for adjacent properties, they may be maintained by the City to a higher standard until such time as upgrades are constructed. The adjoining property owners shall then be responsible only for the cost to upgrade the equivalent of their local street frontage.