

BLACK FOREST FIRE RESCUE PROTECTION DISTRICT
11445 Teachout Road
Colorado Springs, CO 80908
(719) 495-4300

INSTRUCTIONS FOR INCLUSION OF REAL PROPERTY

1. 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.**
2. An accurate legal description, tax information, and map of the real property to be included from the District **must be attached to the fully executed Petition for Inclusion.**
3. The property owner shall pay the District to provide for the administrative costs incurred in the inclusion process – **\$100 is required as a deposit and must be included with the fully executed Petition for Inclusion.**
4. The fully executed Petition for Inclusion must be filed with the District at the following address:

Black Forest Fire Rescue Protection District
c/o Fire Chief
11445 Teachout Road
Colorado Springs, CO 80908
5. Upon receipt of the fully executed Petition for Inclusion with required attachments and payment, consideration of the Petition for Inclusion will undergo a brief legal review to ensure all documents are in order. Once concluded, a notice of the proposed inclusion shall be published in a local newspaper legal section.
6. The Board of Directors will set a public hearing at which time the Board will consider approval or denial of the Petition for Inclusion.
7. At such public hearing, the Board will consider the Petition and receive any public comment. Following the public hearing the Board will consider and, if appropriate, approve or deny the Petition for Inclusion. If the Board approves the Petition for Inclusion, a Resolution of Inclusion will be issued, which will be filed with the El Paso County District Court with a request that the Court issue a final Order of Inclusion.
8. Upon issuance of the Order of Inclusion by the El Paso County District Court, the Order will be recorded with the El Paso County Clerk and Recorder, and the process for inclusion of the property will be complete.