



Pagosa Fire Protection District



Inclusion Application Instructions and Process 100% Property Owner Participation

Submitting an application for inclusion in the district does not guarantee that your property will be included in the district. We do not include properties that we do not have the capability to cover. Inclusion does not guarantee a lower Insurance Service Office rating. Each property is evaluated on a case-by-case basis.

1. **Petition for Inclusion:**

- a. Homeowner submits the enclosed and notarized Petition for Inclusion.
- b. A legal description needs to be attached to the Petition as Exhibit A along with other documentation and maps of the area wanting to be included in the District.

2. After all documentation as been completed and submitted, the Chief will visit the property to ensure that it would be in the best interest of everyone involved to include the properties submitted into the District.

3. A hearing will be scheduled to take place at a regular Board of Directors meeting. The homeowner is not required to attend the hearing. The public does have a chance to speak at the hearing. Notice of the hearing will be published in the local newspapers, required by law.

4. The Chief will present to the Board of Directors his findings. If approved, the Board of Directors will make a Motion to Issue the Order of Inclusion.

5. If approved by the Board of Directors, Pagosa Fire Protection District's attorneys will file the appropriate inclusion with the courts.