



ANNEXATION APPLICATION

NOTICE: Fees for this application are collected at the time of submission

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| | | Application Date: | Case No: |
| Site Information | Site Address: | | |
| | Legal Description: | | |
| Legal Description <i>(office use only)</i> | PIN: | Lot Number: | Subdivision: |
| Zoning: | | | |
| Legal Owner Information | Name: | | |
| Address: _____ City: _____ State: _____ | | | |
| Email Address: _____ Phone Number: _____ Zip: _____ | | | |
| Project Interest (owner, potential buyer, consultant, etc.): | | | |
| Owner Representative Information | Name: _____ Relation to Owner: _____ | | |
| Address: _____ City: _____ State: _____ | | | |
| Email Address: _____ Phone Number: _____ Zip: _____ | | | |
| Project Information | Proposed Zoning: | | |
| Description of Proposed Use: _____ | | | |
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By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state, and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the BUILDS Department.

Date: _____ Name (please print): _____ Signature: _____

ANNEXATION INSTRUCTIONS

Please include the following documents with the **Annexation Application**:

- Annexation Application:** Completed and signed Annexation Application.
- Petition to Annex:** Completed Petition to Annex, signed by the legal property owner; Notary required.
- Legal Description:** A digital copy of the legal description in Microsoft Word format. The file can be provided physically through a compact disc, flash drive, or e-mailed to the Principal Planner at the time of application
- Deed.** Copy of current Deed indicating property ownership.
- Fees:** The fee for an **Annexation Application** includes:
 - **Application Fee:** \$350 (due at time of Application)
- Publication Cost:** The Publication Cost is the actual cost of publishing the Public Hearing Notice in the newspaper, as required by State Statute. The Publication Cost will be invoiced to the Applicant and is due prior to the Second Reading before City Council.

Annexation Process:

- Pre-Application Meeting:** A Pre-Application Meeting with the Technical Review Team (TRT) is required.
- Application:** A completed Application, including the Deed, Legal Description, and Fee.
- Review:** The Technical Review Team (TRT) will review the proposed Annexation and provide the Applicant with questions and/or comments.
- Notice of Public Hearing:** City Staff will prepare the Legal Notice for publication in the newspaper.
- Staff Report:** The Technical Review Team (TRT) will prepare a Staff Report to be presented to City Council.
- Public Hearing, City Council Meeting:** City Council will hold a Public Hearing on the request; Staff will present a Staff Report and all interested parties may appear and speak in favor or against the request.
- Second Reading, City Council Meeting:** City Council will render a decision on the request.

References:

Republic Municipal Code: Chapter 435 Annexation: <https://www.ecode360.com/27782868>

Community Development Major Project Tracker Map: Since its inception, this tool maps and tracks the progress of all completed and ongoing development projects throughout the City. Information and photographs can be found for everything from new subdivisions to new commercial buildings. This link will take you to the [Major Project Tracker page](#), which includes instructions for use.

Planning & Zoning Agenda Tracker Map: A great number of items come through the Community Development Department that end up in front of the Planning and Zoning Commission and/or City Council. From Annexations to Final Plats, the [P&Z Agenda Tracker](#) provides information on all of these items, and more, as well as their mapped location, current status, and links to Staff Reports and Exhibits.

Online Community Map: The [Community Map](#) is an up-to-date view of our City that includes access to important information like property ownership, floodplain and sinkhole locations, subdivision plats, and much more. It is constantly kept up-to-date so you will be too! Stay tuned for new aerial photography to be added. This new imagery was taken in March and April of 2020 and is the result of a cooperative effort between a number of cities and counties in the region.