



Annexation (Post-Petition) Application Requirements

Submittal Checklist

General Requirements	
The following items will need submitted for review of an Annexation Application. Note that this Annexation Application Checklist is submitted after the Annexation Petition has been accepted by the Land Use Review Division, City Attorney and City Council	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Copies of a Project Statement identifying the following: <ol style="list-style-type: none"> 1. A clear description of the proposed development. If this is an amendment, describe the changes proposed from the currently approved plan; 2. A Justification based on the review criteria addressing why the proposed project should be approved; and 3. An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the approved development plan.
<input type="checkbox"/>	Annexation Plat
<input type="checkbox"/>	Pre-Application Meeting Summary from the assigned City Planner
<input type="checkbox"/>	Vicinity Map showing the parcel outlined with adjacent streets within the neighborhood
<input type="checkbox"/>	Annexation Petition
<input type="checkbox"/>	Legal Description of the boundaries of the proposed area to be annexed. Subdivision names must be noted as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included.
<input type="checkbox"/>	Vicinity Map showing the parcel outlined with adjacent streets within the neighborhood
<input type="checkbox"/>	Mineral Estate Owner Notification Certification Affidavit
<input type="checkbox"/>	Fiscal Information Impact Analysis for projects in which a Fiscal Impact Analysis is not required as part of a Master Plan submission. For small project and projects of limited impact, the FIA information may be waived with a FIA completed by City staff utilizing base information and comments provided by City agencies.
<input type="checkbox"/>	Submittal of Master Plan, Zone Change, Concept Plan and/or Development Plan.

Plan Contents

Overall Page Layout	
2020 Land Use Map Amendment Graphic	
■	Provide a graphic illustrating the proposed land use designations used in the 2020 Land Use Map.
■	As part of the approval of the annexation, the applicant will provide a final 2020 Land Use Map graphic reflecting any changes as a result of the review and approval process.

Review Criteria

ANNEXATION PETITION/PLAT REVIEW CRITERIA:

7.6.203: CONDITIONS FOR ANNEXATION:

- A. The area proposed to be annexed is a logical extension of the City's boundary;
- B. The development of the area proposed to be annexed will be beneficial to the City. Financial considerations, although important, are not the only criteria and shall not be the sole measure of benefit to the City;
- C. There is a projected available water surplus at the time of request;



Annexation (Post-Petition) Application Requirements

- D. The existing and projected water facilities and/or wastewater facilities of the City are expected to be sufficient for the present and projected needs for the foreseeable future to serve all present users whether within or outside the corporate limits of the City;
- E. The annexation can be effected at the time the utilities are extended or at some time in the future;
- F. The City shall require as a condition of annexation the transfer of title to all ground water underlying the land proposed to be annexed. Should such ground water be separated from the land or otherwise be unavailable for transfer to the City, the City, at its discretion, may either refuse annexation or require payment commensurate with the value of such ground water as a condition of annexation. The value of such ground water shall be determined by the Utilities based on market conditions as presently exist;
- G. All rights of way or easements required by the Utilities necessary to serve the proposed annexation, to serve beyond the annexation, and for system integrity, shall be granted to the Utilities. Utilities, at the time of utility system development, shall determine such rights of way and easements;
- H. If the proposed annexation to the City overlaps an existing service area of another utility, the applicant shall petition the PUC (Public Utilities Commission) or other governing authority to revise the service area such that the new service area will be contiguous to the new corporate boundary of the City.