

ANNEXATION CHECKLIST

Revised 01-25-2021

ANNEXATION NAME: _____

Petitioner: _____ Engineer: _____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
ITEMS TO BE COMPLETED BY CITY ENGINEER				
A. Meet with City Staff				
1. Proposed Area	_____	_____	_____	_____
2. Annexation Checklist	_____	_____	_____	Process
3. City Master Plan	_____	_____	_____	_____
4. City Standards	_____	_____	_____	_____
5. Drawing Formats	_____	_____	_____	All in ACAD .DXF Files
6. Water Rights Acquisition	_____	_____	_____	_____
7. Initial Zone				
A) Automatic AT Zone	_____	_____	_____	_____
B) As Master Planned	_____	_____	_____	Not Automatic Separate Re-zoning Process
B. Sketch Meeting (1 month before Planning Commission)	_____	_____	_____	_____
C. Preliminary Annexation Plan				
1. Proper Scale	_____	_____	_____	As appropriate for 24" X 36" Drawing
2. Title Block				
A) Annexation Name	_____	_____	_____	_____
B) Annexation Location	_____	_____	_____	Section, Township, Range
C) Engineer/Surveyor	_____	_____	_____	_____
D) Annexation Sponsor				
1) Name	_____	_____	_____	_____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	2) Address			
	E) Date			
	F) Scale			
	G) Sheet No.			
3.	North Arrow			
4.	Property Owners List			
5.	Vicinity Map			
6.	Annexation Plan			
	A) Existing City Limits			
	B) Proposed Annexation Plan			Must be contiguous
	1) Boundary Lines			
	2) Interior Roads			
	3) Adjoining Roads Annexed			
	4) Ownership Parcels			
	5) Parcel Numbers			
	6) Section Lines			
	C) Flood Zone Lines			
	D) Existing Subdivision Boundaries & Names			
	E) Existing Residences, Structures, Buildings			
	F) Residences in Flood Zone Lowest Floor Height above grade			
7.	State Annexation Requirements			
	A) Contiguous with City			
	B) No Peninsula Created			
	C) No Island Created			

D. City Services/Improvements MOU

1. Required New Services

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

A) Sewer

B) Water

C) Streets

D) Drainage

E) Police

F) Fire

2. Existing Improvement Upgrades

A) Sewer

B) Water

C) Streets

D) Drainage

3. Approvals

A) City Engineer

B) Police Chief

C) Fire Chief

D) Sponsor

E. Water Right Title Report

F. Preliminary Plan Approval (2 copies Plan,
Service Plans & E-mail PDF 7 days before meeting)

1. City Engineer

2. Planning Commission

A) Application Fee

B) Filing Fee

C) Meeting

By SID, PUD, etc.

Summary for all Property

\$25

\$400

1st or 3rd Tuesday

ITEMS TO BE REVIEWED BY CITY SURVEYOR

G. Final Annexation Plat Preparation

1. Proper Scale

1" = 100' Minimum

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

2. Title Block

- A) Annexation Name
- B) Annexation Location
- C) Engineer/Surveyor
- D) Date
- E) Scale
- F) Sheet No.

3. North Arrow

4. Plat Text

- A) Surveyors Certificate
- B) City Planning Commission
Recommendation Certificate
- C) City Engineer's Approval Certificate
- D) Mayor Approval Certificate
- E) City Recorder Attest
- F) Certificate of Recording
- G) Legal Description
- H) Total Area of Annexation
- I) Basis of Bearings
- J) Flood Zone Note
- K) List of Property Owners Being
Annexed with Serial Numbers
And Tax ID Numbers
- L) Legend
 - 1) Survey Monuments
 - 2) Surveyed Lines
 - 3) Existing City Limit Line
 - 4) Annexation Lines

5. Vicinity Map

Section, Township, Range

On City Coordinate system
Per FIRM

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

6. Annexation Plan

A) Section Breakdown

- 1) Section Corners
- 2) Section Lines
- 3) Line Bearings
- 4) Line Distances

B) Existing City Limits

C) Proposed Annexation Boundary

- 1) Line Bearings
- 2) Line Distances
- 3) Total area of Annexation
- 4) Adjoining Roads Annexed

7. Mylar

8. Signatures/Stamp

- A) Surveyors Stamp
- B) Surveyors Signature
- C) City Engineer's Signature

9. All documents and Mylar to Engineer's

Admin. Assist. for Copying & Filing

Section, 1/4 & 1/16 corners

Matches Preliminary

ITEMS TO BE COMPLETED BY SPONSOR'S ENGINEER

H. County Notification & Signatures

- 1. Obtain form letter from City to County
Notifying of Annexation

ITEMS TO BE COMPLETED BY CITY ENGINEER

I. Final Plat, Handoff & Water Acquisition Memos

- 1. Handoff Memo to City Attorney given
To City Surveyor
- 2. Required Water Rights Memo to

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

City Attorney
3. Mylar to City Attorney

Provided by City Engineer

ITEMS TO BE COMPLETED BY CITY ATTORNEY

J. Mylar on File with City Recorder or Attorney

K. Required Water Right Information Provided to
Petitioner

L. Petition Filing

1. Signed Original Petition

A) For persons signing in a Representative
Capacity, Documentation of the
Representative Capacity.

2. Letters notifying all affected entities

3. Send copy of Petition to County & PC Chair

M. Schedule City Council Acceptance or Rejection of Petition_____

N. Acceptance or Rejection by City Council

O. Staff to Confirm Contents of Petition

P. Notice of Petition Certification to City Council

Q. 30-Day Comment Period

(Advertise 1 per week for 3 consecutive weeks)

1. If party with standing Protests create a
boundary Commission and wait for
their decision.

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

R. Ground Water Deeds & Surface Water
Certificates held in Escrow

S. Seven-day Public Hearing Notice

T. Public Hearing to Accept or Deny
Annexation Ordinance

U. City Council Approve or Deny
Annexation Ordinance

V. Final Water Acquisition

1. Record Ground Water Deeds

2. Complete Record of Conveyance for Ground Water

3. Provide Certificates for Surface Water

W. Mayors Signature on Plat, Ordinance

X. If approved, notice to State Tax Commission, Lt. Gov.,
County Recorder, County Assessor, & City Eng. Dept.

Y. Recording of Plat and Ordinance
