

ANNEXATION CHECKLIST

Revised 04-30-2021

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 .DFX 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		_____	_____	_____

Development Stage

Checked Item/Details

Approved

N/A

Criteria/Comments

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	_____	_____	Must be contiguous
B) Proposed Annexation Plan	_____	_____	_____
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

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	A) Sewer	_____	_____	_____
	B) Water	_____	_____	_____
	C) Streets	_____	_____	_____
	D) Drainage	_____	_____	_____
	E) Police	_____	_____	_____
	F) Fire	_____	_____	_____
	2. Existing Improvement Upgrades			
	A) Sewer	_____	_____	By SID, PUD, etc.
	B) Water	_____	_____	_____
	C) Streets	_____	_____	_____
	D) Drainage	_____	_____	_____
	3. Approvals			
	A) City Engineer	_____	_____	_____
	B) Police Chief	_____	_____	_____
	C) Fire Chief	_____	_____	_____
	D) Sponsor	_____	_____	_____
E. Water Right Title Report		_____	_____	Summary for all Property
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	_____	_____	\$25
	B) Filing Fee	_____	_____	\$400
	C) Meeting	_____	_____	1 st or 3 rd Tuesday
ITEMS TO BE REVIEWED BY CITY SURVEYOR				
G. Final Annexation Plat Preparation				
	1. Proper Scale	_____	_____	1" = 100' Minimum

Development Stage

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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) County Surveyor Approval Certificate

G) Certificate of Recording

H) Legal Description

I) Total Area of Annexation

J) Basis of Bearings

K) Flood Zone Note

L) List of Property Owners Being

Annexed with Serial Numbers

And Tax ID Numbers

M) 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

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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.

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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		_____	_____	_____