



Annexation Application Salt Lake City, Utah

OFFICE USE ONLY

Petition No.
Date Received:
Reviewed By:

SALT LAKE CITY PLANNING

Address or Area:

Project Name:

Name of Primary Applicant:

Phone:

Address of Applicant:

E-mail Address of Applicant:

Cell/Fax:

Existing Property Use

Proposed Property Use

Please include with the application:

1. Filing fee of \$1107.40 due at time of application. Completed "Petition for Annexation into the Corporate Limits of Salt Lake".
2. Three (3) copies of the Annexation Plat. The plat should contain a complete legal description and total acreage of the area proposed for annexation and shall be prepared by a licensed land surveyor.
3. A current property plat (Sidwell map). Plat may be obtained from the Salt Lake County Recorder's Office, 2001 South State Street, Room N-1600.
4. The names and addresses of all property owners within four-hundred fifty feet (450') of the subject parcel(s)—exclusive of streets and alleys. The name, address, and parcel number of each property owner must be typed or clearly printed on gummed mailed labels. Please include yourself and the appropriate Community Council Chair. **The cost of first class postage for each address is due at time of application. Please do not provide postage stamps.**
5. If a development is proposed, please attach a site plan of the proposed development.

Notice: Additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

If you have any questions regarding the requirements of this petition, please contact a member of the Salt Lake City Buzz Center (535-770) prior to submitting the petition.

File the complete application with: Salt Lake City Recorder, 451 South State Street, Room 415

Please Note: On the date this application is filed with Salt Lake City, a copy of the complete petition must also be filed with the Salt Lake County Clerk, 2001 South State Street, Room S-1100.

Please Answer the Following Questions (Use an Additional Sheet if Necessary):

Is the subject area continuous to the current boundaries of Salt Lake City? ____ Yes ____ No

What is the current use of the land?

What services are currently provided by another municipality, county, or special district?

Please identify any legal or factual barriers that would negatively affect the probability of annexation of the subject property?

ANNEXATION PROCESS

In accordance with State Code Chapters 10-2, cities may annex properties which are continuous, in general, with their boundaries. The City has adopted a Declaration of Annexation Map with identifies areas adjacent to the corporate boundaries of the City, that the City may desire to annex. The Planning Staff's main responsibility in reviewing annexation proposals is to ensure the property zoning and future land use designation are identified, should the City Council vote to annex the area into the City. The Staff also works closely with the City Recorders Office to ensure the requirements of the State Code are met.

- Planning Division preliminary review of the annexation petition for completeness. A complete petition shall include:
 1. Annexation Application;
 2. Annexation Petition signed by the property owner(s);
 3. designation of petitioner(s) as the "contact sponsor(s)";
 4. an Annexation Plat; and
 5. mailing labels for all property owners within the proposed annexation area and within 300 feet of the boundaries of the proposed annexation area.
- Planning Division verification that the petition meets the requirements for annexation as outlined in subsections 10-2-403(2), (3), and (4), UCA. The following items will be verified:
 1. the plat:
 - a. has been prepared and certified by a licensed land surveyor;
 - b. is accurately drawn to scale;
 - c. includes an accurate boundary description;
 - d. includes signature blocks for the City Engineer / City Surveyor, City Attorney (Approval as to Form), City Recorder, and the Salt Lake County Recorder.
 2. the property proposed for annexation lies contiguous to an existing City boundary;
 3. the Annexation Petition includes the signatures of a majority of all owners;
 4. the owners signing the petition represent property having at least 1/3 of the assessed valuation of all property included within the boundaries of the proposed annexation, according to Salt Lake County's last assessment roles.
- Petitioner delivers annexation petition to the City Recorder. Information delivered to the Recorder shall include:
 1. a transmittal memo indicating, among other things, that the petition meets the requirements of subsections 10-2-403(2), (3), and (4), UCA;
 2. a copy of the Annexation Petition; and
 3. a copy of the Annexation Plat.
- The City Recorder will:
 1. date and Stamp the Annexation Petition as being received;
 2. verify that the petitioner has delivered or mailed a copy of the annexation petition to the Salt Lake County Clerk;
 3. notify the Salt Lake County Clerk in writing that the petition has been received;
- City Recorder delivers petition to Planning Division to be assigned a petition number and for further processing.
- Planning Division request to City Attorney for preparation of a Resolution for the City Council accepting the annexation petition.
- The Planning Division prepares and transmits annexation resolution to the City Council which shall include:
 1. a copy of the annexation petition;
 2. a copy of the annexation plat;
 3. a vicinity map showing the location of the proposed annexation;
 4. the resolution accepting the annexation petition.
- The City Council office will hold a briefing and place the annexation petition as an item of business on the City Council's agenda
- City Council action:
 1. If the City Council rejects the petition, the City Recorder shall, within 5 days, mail notice of the rejection to the contact sponsor and the Salt Lake County Clerk;
 2. If the City Council accepts the annexation petition, proceed with the following steps.
- Within 30 days after acceptance of the annexation petition by the City Council, the City Recorder shall certify that the petition meets the requirements of subsections 10-2-403(2), (3), and (4), UCA, and deliver the certification to the City Council Office.
- The City Council Office shall stamp the certification with the date received and return it to the City Recorder.
- Within 10 days after receipt of the certification by the City Council, the City Recorder shall publish the first of three notices

(published in three consecutive weeks) in a newspaper of general circulation. The notice shall contain the information outlined in subsection 10-2-406(2), UCA.

- Within 20 days after receipt of the certification by the City Council, the City Recorder shall mail the notice to:
 1. the legislative body of the County;
 2. the board of any special district whose boundaries include all or part of the area proposed for annexation;
 3. the legislative body of each City within ½ mile of the area proposed for annexation; and
 4. each school district whose boundaries include all or part of the area proposed for annexation.
- Planning Division mails notification of the protest period to all property owners within the annexation area. The notice shall state the deadline for submitting protests to the City Recorder's Office. Protest period. Protest periods begin from the date the City Council receives the certification by the City Recorder. The period for individuals or entities identified in 10-2-407(1) to protest a proposed annexation is 30 days.
- Following acceptance of the annexation petition by the City Council, the Planning Division shall forward the petition to the Planning Commission for a recommendation regarding the zoning for the territory if it is annexed. An annexation petition shall be treated the same as a petition for zone change; presentation to affected community councils, a public hearing shall be scheduled and notice provided as specified in the Zoning Ordinance.
- Planning Division delivers annexation plat to City Surveyor to verify boundary description and survey and, if description and survey are correct, sign plat.
- Planning Division delivers annexation plat to City Attorney for approval-as-to-form along with a request that the City Attorney prepare an ordinance annexing the land described in the annexation petition to the City and designating its zoning classification.
- Planning Division transmits annexation petition packet to the City Council which shall include:
 1. the annexation petition;
 2. the annexation plat;
 3. a vicinity map showing the location of the proposed annexation;
 4. Planning Commission minutes and recommendation for zoning;
 5. the Planning Division's Staff Report;
 6. an ordinance annexing and zoning the property if the City Council chooses to do so;
 7. mailing labels for all those who should be notified of the City Council hearing; and
 8. any other information which is pertinent to the annexation.
- After expiration of the protest period, the City Council Office shall set a date for public hearing to consider the annexation petition and the Planning Commission's recommended zoning classification.
- After a hearing date has been set, a copy of the transmittal relating to the proposed annexation should be forwarded to the City Recorder who will provide the required public notice.

(Note: The State Code specifies that a notice of hearing be published at least 7 days before the public hearing. However, since the area proposed for annexation will also receive a zoning designation, the notice should be published 14 days prior to the hearing as required for a zone change.)
- At completion of the public hearing, the City Council may either grant or reject the annexation. If granted, the area is annexed by ordinance.
- Within 30 days after enacting the ordinance, the City Recorder attests to the action of the City Council on the annexation plat and records a certified copy of the annexation ordinance and the annexation plat with the County Recorder. (10-2-425, UCA)
- Filing With State Tax Commission: It is also required (UCA, Section 11-12-1) that appropriate written notice be given to the State Tax Commission providing all relevant information concerning the annexation so that the property may be placed upon the City's tax rolls for the next taxable year.