



5400 West Civic Center Drive - Suite 1
 Highland, UT 84003
 Phone 772-4515 Fax 756-6903
 Community Development Department

ANNEXATION APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$550.00
 Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
 Planning Commission Meeting Date: _____ City Council Meeting Date: _____
 Application: Approved/Denied Staff Comments: _____

PROJECT INFORMATION

Name: _____
 Address: _____
 Acreage/Property Size: _____
 Annexation by Resolution (*Utah Code Section 10-2-418*) _____
 Annexation by Petition (*Utah Code Section 10-2-403*) _____

APPLICANT INFORMATION

Name: _____
 Mailing Address: _____
 Phone #: _____ Fax #: _____
 Email Address: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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ANNEXATION CHECKLIST

The following items are required for processing. An application will not be accepted without these items.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Applicant's and owner's original signatures on Annexation Application.
		Review Fee: \$550.00
		Legible vicinity map indicating the exact location of the property on a separate 8 1/2"x11" sheet (1 copy).
		Legal description of property on a separate 8 1/2"x11" sheet (1 copy).
		Current Title Report (1 copy).
		Project Narrative (7 copies).
		Annexation Plat - 24"x36" (2 copies), 11"x17" (7 copies).
		A mylar copy of the Annexation Plat must be submitted prior to the final public hearing before the City Council, and shall be prepared in ink by an engineer or land surveyor licensed to practice in the State of Utah. The mylar plat shall be of such size and material as is acceptable for filing in the office of the Utah County Recorder, but shall not be less than twenty-four by thirty-six (24x36) inches.
		Property ownership map and list within 500 feet and affidavit of notification, if by petition.
		Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property, if by petition.
		A written petition for the proposed annexation signed by 75% of the owners. The 75% must also represent 75% property value.
		All plans on disc as PDF labeled and dated (1 copy)



ANNEXATION PLAT

Annexation Plat: An annexation plat in a format acceptable for recording and drawn by a licensed land surveyor must accompany this application. The plat must include the following information:

- ___ A title block containing:
 - ___ Name of the annexation
 - ___ Scale
 - ___ Surveyors certificate
 - ___ County surveyor's signature and the following verbiage above the county surveyor's signature block: *"This plat has been reviewed by the County Surveyor and is hereby certified as a final local entity plat, pursuant to Utah County Ann. §17-23-20 as amended."*
 - ___ City Council signature block and the following verbiage above the City Council's signature block: *"This is to certify that we the undersigned Highland City Council have adopted a resolution of its intent to annex the tract of land shown herein and have subsequently adopted an ordinance annexing said tract into Highland City, Utah and that a copy of the ordinance has been prepared for filing herewith all in accordance with Utah Code Section 10-2-418 as revised and that we have examined and do hereby Application for Annexation by Resolution approve and accept the annexation of the tract as shown as a part of said City and that said tract of land is to be known hereafter as the annexation".*
- ___ Identify on the plat each parcel included in the annexation and on each parcel label the following:
 - ___ Owner's name
 - ___ Tax identification number
 - ___ Acreage
 - ___ Proposed zoning
- ___ All existing roads that are adjacent to the property being annexed must be included on the annexation plat. Roads adjacent to the annexation that are already in the City should also be shown.
- ___ If an existing road is being annexed, the annexation boundary should extend, as a minimum, 10 feet from the edge of existing pavement. (If the property being annexed has a deed line that extends across the street and beyond the requested 10 feet, the deed line should be the annexation boundary line).
- ___ The Centerline of existing pavement should be shown on all roads, within and adjacent to the annexation.
- ___ The location of existing City Boundaries.



ANNEXATION INFORMATION REQUIREMENTS

Please provide the information requested:

1. ____ In general, what are the topography, vegetation, and other natural features present on the property proposed to be annexed?
2. ____ What is the existing land use(s) of the property proposed for annexation and those requested by the owners?
3. ____ What is the current and potential (if the property were developed) population and residential density of the proposed area?
4. ____ How will the proposed annexation comply with and achieve Highland City's land use(s), goals and policies outlined in the Highland City General Plan?
5. ____ What are the current and potential (if the property were developed) demands for City provided facilities and services to the area proposed for annexation, including culinary water, irrigation water, wastewater, transportation facilities, drainage, fire protection, solid waste, parks and recreation, and police protection.
6. ____ Are the water rights necessary for annexation, found in Section 5-8-112 of the Highland City Development Code available for dedication to Highland City upon annexation?



ANNEXATION PETITION

OWNERS REQUEST FOR ANNEXATION FOR

(Annexation Name)

We the undersigned hereby certify that we are the owners of said real property to be annexed, and that said land is contiguous to the Corporate limits of Highland City, and we do hereby request that Highland City consider annexation of said land by resolution. The requested zoning is _____. Total number of acres _____.

Name: _____ Address: _____

Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____

Acres: _____ Value: _____ Signature: _____

Name: _____ Address: _____

Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____

Acres: _____ Value: _____ Signature: _____

Name: _____ Address: _____

Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____

Acres: _____ Value: _____ Signature: _____

Name: _____ Address: _____

Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____

Acres: _____ Value: _____ Signature: _____

Name: _____ Address: _____

Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____

Acres: _____ Value: _____ Signature: _____

Each owner and signer for himself says: I have personally signed this Application; I am aware of the request for Annexation and understand the terms and conditions of this Application; I am an owner of a portion of the property above mentioned and located at or near Highland, Utah County, State of Utah, and my post office address is correctly written after my name.

(Attach additional sheets as necessary)