

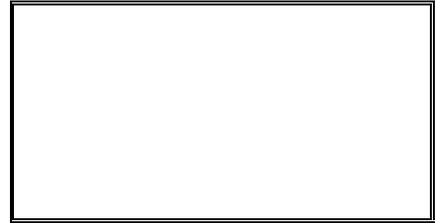


ANNEXATION APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Department to review annexation proposal.
2. Complete the attached annexation application (see pages 3-5).
3. Provide the following along with the completed application:
 - a. **Legal Survey of Parcel:** A legal survey of the parcel to be annexed, tied at least to one section corner, with the metes and bounds description written in a counterclockwise direction. One copy, both on paper and digitally should be provided, drawn to a scale of no less than one hundred feet to the inch (1" = 100').
 - b. **List of Owners of Parcels:** A list of the owners of the parcels to be annexed. If the individual ownership is larger than five (5) acres, a notarized statement requesting annexation must be included (see page 6).
 - c. **LID Statement:** A statement by the owners indicating whether they agree or do not agree to participate in a Local Improvement District (LID) for all standard improvements to the right-of-way adjoining the property.
 - d. **Vicinity Map:** A vicinity map showing property divisions and ownerships within three hundred feet (300') of the external boundaries of the parcel (rights-of-way are excluded from the measurement). Provide two sets of labels with the names and addresses of all adjoining property owners within three hundred feet (300') of the subject property.
 - e. **Map & Pictures:** The applicant must provide one (1) 8 ½ by 11 size map of the area to be annexed along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the property to be annexed.
 - f. **Independent Highway District:** Acknowledgement that annexation into the City of Sandpoint will result in annexation by the Independent Highway District (see page 7).
 - g. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the Planning forms and fees webpage at www.sandpointidaho.gov/planningfees.

REQUIRED STANDARDS FOR ANNEXATION

- A. Fire hydrants shall be installed by the applicant at the direction and discretion of the Fire Chief.
- B. Sidewalks shall be constructed to City standards along the through streets as directed by the City Council.
- C. A landscape maintenance plan, approved by the Planning Commission, shall become part of the annexation requirements. Failure to maintain property in accordance with such plan shall constitute a nuisance subjecting the property owner to criminal and civil penalties and assessment for maintenance provided by the City.
- D. Owners of parcels previously developed shall be required to make dedications or improvements to conform to the ordinances in effect at the time of annexation, unless specifically exempted by the City Council.
- E. Where annexation affects property on only one side of a public right of way, no part of the public right of way shall be included in the annexation.
- F. Where annexation includes a public right of way, property annexed must be of a depth of not less than fifty feet (50) wherever it lies adjacent to the public right of way.



ANNEXATION APPLICATION

File #: _____

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

Applicant Information:

Applicant's Name: _____

Address: _____

Phone: (H) _____ (W) _____

E-mail: _____

Holder of Legal Title: _____

Address: _____

Phone: (H) _____ (W) _____

E-mail: _____

Representative Information:

Business Name: _____

Surveyor: _____

Address: _____

Phone: (H) _____ (W) _____

E-mail: _____

Project Information:

Legal Description of Site: Lot(s) _____ Block # _____ Addition _____

(or) _____

Section _____ Township _____ Range _____

Total Size of Parcel: _____

Proposed Land Use: _____

Current City Comprehensive Plan Designation:

- Very Rural
- Context Area 1
- Context Area 1.5
- Context Area 2
- Context Area 3
- Context Area 3B
- Context Area 4
- Context Area 5
- Industrial

Requested Zoning:

- | | | |
|---|--|---|
| <input type="checkbox"/> Residential Single-family (RS) | <input type="checkbox"/> Mixed-use Residential (MUR) | <input type="checkbox"/> Industrial General (IG) |
| <input type="checkbox"/> Residential Multi-family (RM) | <input type="checkbox"/> Commercial A | <input type="checkbox"/> Industrial Business Park (IBP) |
| <input type="checkbox"/> Rural Residential (RR1) | <input type="checkbox"/> Commercial B | <input type="checkbox"/> Industrial Technology Park (ITP) |
| <input type="checkbox"/> Rural Residential (RR2) | <input type="checkbox"/> Commercial C | |

What land uses border the site? Describe lot sizes, structures and uses:

North: _____
South: _____
East: _____
West: _____

What Zones border the site?

North _____ South _____ East _____ West _____

What Comprehensive Plan designations border the site?

North _____ South _____ East _____ West _____

Site Information (provide detailed descriptions on the following where applicable:

- 1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.:** _____

- 2. Water courses (springs, streams, rivers, etc.):** _____

- 3. Existing structures (size & use):** _____

- 4. Land cover (timber, pasture, etc.):** _____

5. **Other pertinent information:** _____

Effects of Proposed Annexation:

1. **Is the proposed annexation area within the City’s adopted Area of City Impact or does the Area of City Impact need to be modified?** _____

2. **Does the proposed annexation represent a logical extension of City boundaries?** _____

3. **How will the proposed annexation be compatible with adjoining land uses?** _____

4. **What extensions of water or sewer lines, roads or other public or private services would be necessary if this Comprehensive Plan Change were approved?** _____

The Planning Director reserves the right to **not** officially accept this application until all if the above required information is submitted. The date of the Planning Commission review will be established by the Planning Department upon the acceptance of a complete application.

I am the owner or owner’s representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

I understand that, with my signature below, I am further agreeing to annexation of the property in question by the Independent Highway District in conjunction with annexation by the City of Sandpoint.

Signature of Applicant(s)

Date

**PETITION FOR ANNEXATION
CITY OF SANDPOINT**

I am the owner of the property described in this application whose ownership exceeds five (5) acres. I attest that all information submitted with this application is true and accurate to the best of my knowledge and hereby request annexation. I further agree to participate in an LID for all standard improvements to the right-of-way adjoining the property.

Name: _____

Dated this _____ day of _____, 20_____.

State of _____)
County of _____) SS

On this _____ day of _____, 20__, before me personally appeared _____, known or identified to me (or proved to me on the on the basis of satisfactory evidence) to be the individual whose name is subscribed to the within instrument, and acknowledged that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public

Notary Public for the State Of: _____
Residing at _____
My Commission Expires: _____

**PETITION FOR ANNEXATION
INDEPENDENT HIGHWAY DISTRICT**

I, _____, hereby certify I am the resident at:

Physical Address: _____

Parcel Acreage: _____

Legal Description: _____

As the resident of the above property, I hereby request annexation by the Independent Highway District in conjunction with annexation of the property by the City of Sandpoint.

Name: _____

Dated this _____ day of _____, 20_____.

State of _____)
County of _____) SS

On this _____ day of _____, 20__, before me personally appeared _____, known or identified to me (or proved to me on the on the basis of satisfactory evidence) to be the individual whose name is subscribed to the within instrument, and acknowledged that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public

Notary Public for the State Of: _____
Residing at _____
My Commission Expires: _____