

# PETITION FOR ANNEXATION

## Application Packet



Community Development Department  
90 North Main Street, Tooele, UT 84074  
(435) 843-2132 Fax (435) 843-2139

Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understanding the application procedure and requirements when applying for a **Petition for Annexation**. This packet includes all the necessary background information you will need to prepare and file a complete submittal that will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Petition for Annexation Application Form
- Affidavit Form
- Record of Petitioned Properties for Annexation Form
- Petition for Annexation Application Checklist

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your Petition for Annexation request, the following materials will be required at the time of submission of your application:

- Completed Petition for Annexation Application Form
- Completed Affidavit Form
  - Signed & Notarized
- Completed Record of Petitioned Properties for Annexation Form
- All items listed on the Petition for Annexation Application Checklist (incomplete submissions will not be accepted)
- Application fees, as specified in the current Tooele City Fee Schedule
- Other supporting materials as applicable

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Annexations, please feel free to contact City Hall at the address and phone number below. The Tooele City Code and Fee Schedule can be accessed via [www.tooelecity.org](http://www.tooelecity.org). Thank you for your interest in Tooele City, and we look forward to working with you very soon.

Sincerely,

Tooele City

# Petition for Annexation

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 (435) 843-2132 Fax (435) 843-2139  
[www.tooelecity.org](http://www.tooelecity.org)



*Notice:* The applicant must submit copies of the pertinent plans and documents to be reviewed by the City in accordance with the terms of the Utah State Code and Tooele City Code. All submitted Petition for Annexation applications shall be reviewed in accordance with all applicable State and City ordinances and requirements, are subject to compliance reviews by various City departments, and may be returned to the applicant for revision if the plans are found to be inadequate or inconsistent with the requirements of the State Code and City Code. Application submission in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is **strongly** advised that all checklist items be submitted well in advance of any anticipated deadlines.

Annexation Information			
Date of Submission:		Total Acres:	Expansion Option Area:
Project Name:			
General Address:			
Current Use of Property:			
<b>Sponsor:</b>		Address:	
Phone:	City:	State:	Zip:
Primary Phone Number:	Cell Number:	Email:	
Signature of Sponsor:			
Date			

\*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Tooele City does not currently share your private, controlled or protected information with any other person or government entity, except as required by GRAMA.

\*\* By submitting this application form to the City, the applicant acknowledges that the above list is not exclusive and under no circumstances waives any responsibility or obligation of the Applicant and or his Agents from full compliance with Utah State Code and City Master Plans, Codes, Rules and or Regulations.

**\*\*\* NOTE \*\*\***

According to Utah State Code Section 10-2-403(7), it is the sole responsibility of the SPONSOR of a Petition For Annexation to deliver to the County Clerk a complete copy of the same petition to annex property on the same calendar day the petition is filed with the City.

For Office Use Only			
Fee:	Received By:	Date Received:	Receipt #:
(213)			





# Petition for Annexation Application Checklist

*Incomplete applications will not be accepted or held.  
All required items shall be submitted to the City Recorder.*

## Submission Requirements (see also Utah State Code Section 10-2-403)

- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Completed Record of Petitioned Properties. In order to constitute a complete and viable Petition, the Record of Petitioned Properties must contain the signatures of property owners that make up *at least*:
  - 50% of the land area included in the Petition for Annexation
  - 33% of the property value, according to the County Assessor's Office valuations, of all properties included in the Petition for Annexation
- \_\_\_\_\_ A Statement of Proposed Intent for the properties contained within the area petitioned for annexation
- \_\_\_\_\_ An Accurate Legal Description for the Complete Boundary of the proposed Annexation prepared by a Licensed Surveyor
  - It is *strongly* encouraged that the legal description be verified by the County Surveyor prior to submission to avoid unnecessary delays
- \_\_\_\_\_ A paper copy of an accurate recordable map depicting the proposed area of annexation including at least the following:
  - It is *strongly* encouraged that the plat be submitted in paper form to be verified and approved as to form *prior* to submitting the petition to avoid unnecessary delays
  - A disk or thumb drive of all petition materials in digital format (original PDF) including AutoCAD format for the plat and all drawings
  - Certification by Date, Signature and Seal by the Engineer or Surveyor preparing the plat
  - Property Owner Certifications, including acknowledgement by a Notary Public for each
  - Proper Signature Blocks for each of the following:
    - The Tooele City Planning Commission, including signature lines for each Planning Commissioner voting in favor of the annexation
    - The Tooele City Council, including signature lines for each Planning Commissioner voting in favor of the annexation and a signature line for the City Recorder to attest the signatures of the City Council members
    - The Tooele City Attorney
    - The Tooele City Recorder certifying:
      - the date and time the plat was filed
      - the Ordinance number by which the City Council approved the plat and proposed annexation
      - the date of approval and certification by the City Council
    - The Tooele City Engineer
    - The Tooele City Community Development Department
  - County Recorder's Certification of Recording
- \_\_\_\_\_ Notice of annexation petition sent to affected entities including:
  - A copy of the noticing sent to affected entities
  - A complete list of affected entities to which the notice was sent
  - Demonstration of the date on which the notices were sent to affected entities

**\*\*\*Note:** According to Utah State Code Section 10-2-403(7) it is the sole responsibility of the Sponsor to submit a copy of the complete Petition for Annexation to the City and the County Clerk on the same calendar day.

## Additional Information

With the City Council's adoption of a resolution accepting the Petition for Annexation for further consideration, as required by Utah State Code Section 10-2-405, the City Council may also require any of the following and/or any other information or study determined necessary for proper consideration of the Petition for Annexation for approval or denial.

- \_\_\_\_\_ Feasibility Study of Impact to the existing public systems for each of the following:
  - Water, including water rights, sources, storage, transmission, phasing, and master planning
  - Sewer, including collection systems, transmission, treatment capacity, phasing, and master planning
  - Transportation, including upgrades to existing infrastructure, new infrastructure, traffic control, phasing, and master planning
  - Parks and Recreation, including levels of service, facility needs, phasing, and master planning
  - Public Safety, including service area, response times, staffing and personnel levels, and facility and equipment needs and levels of services for police and fire protection services
  - Storm Drain, including collection systems, transmission, detention/retention, phasing, and master planning
  - Tax and Revenue, including impact fees generation, cost of services for annexation area, property and sales tax revenues from the annexation area, and full-time equivalent employee calculations for each department to provide city services to the annexation area
- \_\_\_\_\_ Conceptual Development and Land Use Plans
- \_\_\_\_\_ Annexation Agreement

**\*\*\*Note:** It is *strongly* recommended that applicants familiarize themselves with the procedures and requirements for consideration of a Petition for Annexation found in Utah State Code Section 10-2-400 et. seq. and Tooele City Code Chapter 7-24.