



OAKLEY CITY APPLICATION Annexation Petition

\$2500 Fee

Prior to filing an application/petition with Oakley City, please read the following:

File a Notice of Intent to Summit County Clerk including payment for cost of mailing notice. A copy of Notice of Intent should also be given to Oakley City. Within 20 days, Summit County will send notice to each owner of real property within annexation area and 300 feet of the proposed annexation area. Summit County will also notify Oakley City that Notice of Intent has been properly filed. Once Oakley City has received the certificate of receipt from Summit County, applicant may begin application process with Oakley City. A copy of application should be given to Summit County once complete as well. Application timeline below.

- Application deemed complete Date _____ (day one)
- Annexation petition rejected/accepted by Oakley City Council Date _____ (by day 14)
- If accepted, Annexation Petition certified by Oakley City Recorder Date _____ (by day 44)
- Notice given to Oakley Council regarding petition certification Date _____ (by day 44)
- City publishes notice of petition acceptance (1x week x 3 weeks) Date _____ (by day 54)
- City send mailed notice of petition acceptance to affected entities Date _____ (by day 64)
- Deadline for affected entities to file protest Date _____ (by day 74)
- If no protest, public hearing:
Oakley City planning commission to recommend to City Council Date _____
- Public hearing: Oakley City Council: final action Date _____
- **If protest filed, consult State Code for boundary commission requirements and dates** Date _____ (no sooner than day 78)

Please read and sign before application submittal.

As the application for this Annexation Petition, I understand that my application is not deemed complete until Oakley City has reviewed the application and deemed it complete. I further understand that I will be notified by mail when my application has been deemed complete. The determination of a complete application does NOT certify that the Annexation Petition has been accepted. The certification of an accepted petition requires Oakley City Council action.

Please sign your name (as sole owner or designated sponsor)

NAME: _____ DATE: _____

I. PROJECT INFORMATION

Name of Property Owner or Sponsor Petitioner: _____

Address/Location: _____

****Attached local map and legal description****

II. APPLICANTS

The petition shall contain signatures of all the private landowners within the annexation area. If the property is owned by a public entity other than the federal government, then the petition shall be signed by the owner(s) of all publicly owned real property.

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

**** See Back Page for additional spots ****

ANNEXATIONS SPONSOR(S) If applicable, up to five of the signers of the petition may be listed as sponsors. Please designate one whom shall be designated as the contact sponsor.

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

NAME: _____ **SIGNATURE** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

III. SUBMISSION REQUIREMENTS

Three (3) copies, excepting envelopes, of the following information are required prior to a determination of application completeness. **Additional information and /or studies may be required depending on location and potential impact of the proposed annexation.**

1. Applicant and Notification information
 - a. List of property owners (names, addresses, parcel numbers) within one-half mile of proposed annexation boundaries.
 - b. Stamped (forever stamps) and addressed #10 business size envelopes of property owners **within the proposed annexation area**. PLEASE DO NOT USE SELF-ADHESIVE STYLE ENVELOPES AND DO NOT INCLUDE A RETURN ADDRESS.
 - c. Stamped (forever stamps) and addressed #10 business size envelopes of property owners **within one-half mile of the proposed annexation area**. PLEASE DO NOT USE SELF-ADHESIVE STYLE ENVELOPES AND DO NOT INCLUDE A RETURN ADDRESS.
2. An accurate and recordable map (certified survey plat) of the property to be annexed. Must be prepared by a surveyor licensed to practice in Utah. Needs to accurately describe the existing Oakley City boundaries and each individual ownership sought to be annexed, including an accurate legal description of the property to be annexed.
3. Title Report (no older than 60 days) for the proposed annexation area.
4. If the proposed property is intended for development, the petition for annexation should include a preliminary subdivision plat and (if required) a Master Planned Development sketch.
 - a. Affordable housing plan consistent with Oakley City code.
 - b. Project phasing plan and construction mitigation plans for each phase as applicable.
 - c. Additional land use information may be required from license professionals, i.e. traffic engineers, civil engineers, wildlife biologists, and hydrologists. Oakley City reserves the option to select qualified professionals to obtain such information with the cost being paid by the applicant.
5. Public utilities and essential services analysis including:
 - a. School impact analysis. Analysis should project school-age population generated by the annexation area over a twelve-year period.
 - b. Capacity of existing sanitary sewer trunk line and capacity of treatment facilities serving the project.
 - c. Capacity and availability of solid waste collection, animal control, and other services provided by agencies other than Oakley City.
 - d. A full disclosure statement of any and all waters owned on the property to be annexed and an estimated value of the water.
6. Fiscal impact analysis of the proposed annexation on Oakley City. If necessary, Oakley City shall hire qualified experts to perform the analysis to be paid by the applicant. The fiscal analysis should include, but not limited to, the following:
 - a. Current and five-year projections of demographics and economic base in the proposed annexation area. Include household size and income, commercial and industrial development, and public facilities.
 - b. Projected growth in proposed annexation area in five-year increments.
 - c. The present and future annual projected revenue to Oakley City as a result of the annexation.

- d. The projected impact, over ten years, on the amount of taxes that property owners within the proposed annexation area and Oakley City residents will pay.
- e. Present and future (over the next ten years) project costs of governmental services to the annexing area.

NOTE: Once all the required studies and documents are submitted and deemed complete by Oakley City, applicant will be given written notification via mail, and the application will be scheduled for acceptance/denial with Oakley City Council.

IV. ANNEXATION QUICK FACTS

- 1. Is the property contiguous to Oakley City municipal boundaries? YES NO
- 2. Will this annexation leave/create an unincorporate island or peninsula? YES NO
- 3. Existing Zone: _____ **Proposed Zone:** _____
- 4. Will project be within sensitive lands when annexed? YES NO
- 5. Current use of property: _____
- 6. Project area acreage: _____
- 7. Does the petition for annexation contain any land area proposed for annexation in a previously filed petition that has not be granted, denied, or rejected? YES NO
- 8. Will this annexed land be involved in a development project? YES NO
- 9. Current Oakley City water service is available within _____ feet of the property.
- 10. Are there water rights associated with the property proposed to be annexed?

 YES HOW MANY? _____ NO
- 11. State Law requires that on the date of filing the annexation petition with Oakley City, the petition sponsor(s) will also deliver or mail a copy of the petition to Summit County Clerk, and also a copy to the Chair of the Eastern Summit County Planning Commission. Has this been done?

 YES DATE _____ NO

V. ACKNOWLEDGMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by Oakley City and that I am responsible for complying with all Oakley City requirements with regard to this request. This application should be processed in my name, and I am the party whom Oakley City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Oakley City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until Oakley City has reviewed the application and has notified me that the application has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. This report will be on file at Oakley City offices.

I further understand that any additional analysis required would be processed through Oakley City's consultants with an estimate of time/expense provided prior to an authorization of analysis.

SIGNATURE OF APPLICANT _____

PRINT NAME _____

If different from applicant information:

MAILING ADDRESS _____

PHONE _____

E-MAIL _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property of that I have written authorization (attached) from the owner to pursue the described action.

NAME OF APPLICANT (PRINT): _____

STREET ADDRESS/LEGAL DESCRIPTION OF PROPOSED ANNEXED PROPERTY:

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1. If you are not the fee owner, attach another copy of this form that has been completed by the fee owner or a copy of your authorization to pursue this action.
 2. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing this action.
 3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

NOTE: You will still be required to submit a title report showing your interest in the property prior to final action.