



Park City Municipal Corporation

445 Marsac Avenue • PO Box 1480 • Park City UT 84060 • (435) 615-5060 • (435) 615-4906-fax • www.parkcity.org

ANNEXATION PETITION

APPLICATION FILING DATE _____

APPLICATION FEE – RECEIPT # _____

PROCEDURE FOR PETITION AND ANNEXATION PLATS

Application Deemed Complete

Date _____ (day one)

Annexation Petition Accepted by City Council.

Date _____ (by day 14)

Annexation Petition Rejected by City Council.

Date _____ (by day 14)

If accepted, Annexation Petition certified by City Recorder

Date _____ (by day 44)

Notice is given to City Council regarding petition certification

Date _____ (by day 44)

City publishes notice of petition acceptance

(once a week for three successive weeks)

Date _____ (starting by day 57)

City sends mailed notice of petition acceptance to

Affected entities

Date _____ (by day 67)

Deadline for affected entities to file protest

Date _____ (by day 77)

If no protest, Planning Commission will hold a hearing

and make a recommendation to the City

Council. City Council will hold a hearing and

take final action (each hearing requires

7 day published notice)

Date _____ (no sooner than day 78)

If protest is filed, consult State Code for information

on boundary commission requirements and dates

PLEASE READ AND SIGN BEFORE APPLICATION SUBMITTAL

As the applicant for this Annexation Petition, I understand that my application is not deemed complete until the Planning Department has reviewed the application and deemed it complete. I further understand 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 City Council action.

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

Name: _____

Date: _____

I. PROJECT INFORMATION

Name of Property Owner or sponsor petitioner:

Address/Location (include location map):

Legal Description (attach):

II. APPLICANT(S)

The petition shall contain signatures of property owners representing a majority of the private land area and at least 1/3 of the value of all private real property within the area proposed for annexation. If the area is within an Agricultural Protection Area (Utah Code - Title 17, Chapter 41, Agriculture Protection Area) then the petition shall contain signatures of all of the private land area 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 of the publicly owned real property.

Name: _____ **Signature:** _____

Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____

Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____

Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____

Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____

Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Please list additional owners on a separate sheet.

ANNEXATION SPONSOR(S) 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 #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____
Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____
Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____
Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

Name: _____ **Signature:** _____
Mailing Address: _____

Phone #: _____ **Fax #:** _____ **E-mail** _____

III. SUBMITTAL REQUIREMENTS:

Five copies of the following information are required prior to a determination of application completeness. All site plans and drawings shall comply with the standard specified in Section 200.0.02 of the Park City Design Standards, Construction Specification & Standard Drawings-1000 Edition. Additional information and/or studies may be required depending on location and potential impact of the proposed annexation. A CD with electronic files of this information shall be submitted with the application.

1. Applicant and Notification information (see sample on page 6)
 - a. Names, mailing addresses and stamped (forever stamps) #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 on the envelope.***
 - b. Names, mailing addresses and stamped (forever stamps) #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 on the envelope.***
2. An accurate and recordable map (certified survey plat) of the property to be annexed, prepared by a surveyor licensed to practice in Utah, accurately describing the existing City boundaries and each individual ownership sought to be annexed, including an accurate legal description of the property to be annexed.
3. Existing conditions site plan, at a scale approved by the City, of the proposed annexation area and surrounding area, within a radius to be specified by the City, depending on the particular annexation (may be more or less than one-half mile). This site plan must be prepared by a licensed Surveyor and shall include the names, addresses, and property boundaries of all property owners within the annexation area and within the specified study area.
4. Title Report (no older than 60 Days) for the proposed annexation area.
5. If the proposed property is intended for development, the petition for annexation shall include complete applications for a preliminary subdivision plat and a Master Planned Development (applicable only for projects that would require review as a Master Planned Development according to Chapter 6 of the Land Management Code). Attached to all annexation petitions shall be a land use analysis, performed by a qualified land use planner with the assistance of other professionals such as traffic engineers, civil engineers, wildlife biologists, and hydrologists, of all undeveloped property within the annexation area and (but not limited to) within one-half mile of the proposed annexation. The City reserves the option of selecting the qualified professionals to perform this analysis with the cost being paid by the applicant. This analysis shall include, but not be limited to, a study of the following:

- a. Slope, wetlands, natural drainage, vegetation, slope, wildlife habitat, view corridors, and significant geological features.
 - b. Existing and proposed road systems and easements, including traffic generation, if necessary.
 - c. Proposed utility extension plans and easements, including water usage, supply and delivery systems. Applicant must demonstrate proof of adequate water rights sufficient to serve the proposed annexation area at full development.
 - d. Location of proposed public and private open space, recreational areas, trails and trail easements.
 - e. Proposed land uses including type, density, and if applicable, timing of build-out of residential and commercial areas.
 - f. Proposed locations of community facilities such as fire stations, schools and parks.
 - g. Consistency with the current General Plans of the governmental entities having jurisdiction
 - h. A statement as to the anticipated timetable for development, if applicable.
 - i. Location and description of any Historic and cultural resources on the property.
6. Affordable housing plan consistent with the City's affordable housing policies, if applicable.
7. Project phasing plan and construction mitigation plans for each phase, if applicable.
8. Public utilities and essential services analysis including:
 - a. School impact analysis, including analysis of existing and projected schools which will serve the annexation area. Analysis shall 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 Park City.
 - d. A full disclosure statement of any and all waters owned or historically utilized on the property to be annexed, and a statement from the water owner(s) as to the estimated value of the water or price at which owner(s) would be willing to sell the said water to the City.
9. Fiscal impact analysis of the proposed annexation on Park City, the remaining unincorporated area, special districts, school district and other governmental entities. The fiscal impact analysis format, including the revenue and cost assumptions shall be approved by Park City. If necessary, the City shall hire qualified experts to perform the analysis. The cost of such analysis shall be paid by the applicant as part of the Annexation Petition application. The fiscal impact analysis shall include, but not be limited to, the following:

- a. Current and five year projections of demographics and economic base in the area proposed for annexation and surrounding unincorporated area, including household size and income, commercial and industrial development and public facilities.
- b. Projected growth in the area proposed for annexation and the surrounding unincorporated area in five-year increments.
- c. The present and future annual projected revenue to the City as a result of the annexation.
- d. The projected impact the annexation will have over the following ten years on the amount of taxes that property owners within the area proposed for annexation, Park City residents, and the remaining unincorporated county will pay.
- e. Present and future (over the next ten years) projects of costs of governmental services to the annexing area.

10. Other studies and analysis as necessary to determine annexation appropriateness.

Once the annexation has been approved, please submit the following:

1. CD disc containing the final annexation plat in electronic form, preferably AutoCAD.
2. 4 –mil mylar of the annexation plat trimmed to 24" x 36" with ½ inch border on top, right and bottom, and 1 ½ inch border on left. Annexation mylar plat shall be in a form approved by the City engineer and City Attorney, including all required signatures and certifications.

Note: once all the required studies and documents are submitted and deemed complete by the City, the appropriate City Departments and Commissions shall schedule the application for review. If deemed appropriate by the Planning Department, the application fee may be pro-rated provided an adequate fee has been collected to offset City costs for processing the application.

ENVELOPE:

- a. #10 size business envelopes (addressed to property owners as described above) with mailing labels and forever stamps affixed (we do not accept metered envelopes). ***Please do not use self-adhesive style envelopes and do not include a return address on the envelope.***
- b. List of property owners, names and addresses as described above. The distance is measured from the property line, not the location of the request. Please provide the Summit County Assessor's Parcel Number for each property owner if possible

Sample Envelope

No return address	Forever Stamp
JOHN DOE PO BOX 2002 PARK CITY UT 84060	

IV. ANNEXATION FACT SHEET

PROJECT DESCRIPTION

1. On a separate sheet of paper, please complete the following requests and attach to this application:
 - a. Give a general description of the proposal and attach to the application.
 - b. Provide a written statement addressing specifics of the request, indicating proposed use of the property, any other application submitted as part of the proposal, development time schedule, and any additional information required to describe the proposed annexation.
2. Is the property contiguous to Park City municipal boundaries? ☐ yes ☐ no
3. Is the proposed property a contiguous area? ☐ yes ☐ no
4. Will this annexation leave/create an unincorporated island or peninsula?
☐ yes ☐ no
5. Existing zoning: _____ Proposed Zoning: _____
6. Will project be within Sensitive Lands Overlay Zone when annexed?
☐ yes ☐ no
7. Current use of property: _____
8. Project area (acreage): _____
% of project area on slopes in excess of: 15% _____ ; 40% _____
9. Does the petition for annexation contain any land area proposed for annexation in a previously filed petition that has not been granted, denied or rejected?
☐ yes ☐ no
10. Are you also seeking development project approval at this time? ☐ yes ☐ no
If yes, type of application filed _____
11. Current City water service is available within _____ feet of the property.
12. Water rights sufficient to serve the project will be dedicated upon annexation
☐ yes ☐ no
13. Project will be accessed via:
☐ public road ☐ private road ☐ private driveway

(continued on next page)

14. State Law requires that on the date of filing the annexation petition with the City, the petition sponsor(s) shall also deliver or mail a copy of the petition to the County Clerk of the county in which the property is located, and also to the chair of the County Planning Commission which has review authority or jurisdiction over said property. Has this been done? ☐ yes Date_____ ☐ no

V. ACKNOWLEDGMENT OF RESPONSIBILITY

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

I have read and understood the instructions supplied by Park 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 a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review the week prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____
Name of Applicant (please print) _____
Mailing Address _____
Phone _____ Fax _____
E-mail _____
Type of Application _____

AFFIRMATION OF SUFFICIENT INTEREST

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

Name of Applicant (please print) _____
Mailing Address _____
Street Address/Legal Description of Subject Property: _____

Signature _____ Date _____

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 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.
- Please Note: This affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to final action.