



## **APPLICATION for Mailing of Notice of Proposed Annexation**

Pursuant to Utah Code Ann. § 10-2-403, Utah County is required to mail out the notice to affected property owners of a proposed annexation upon receipt of a written request to do so from the petitioner and payment of the estimated actual costs of mailing the notice.

Please fill out this application, pay the application fee of twenty-five dollars (\$25), and return this application together with the application fee to the County Clerk / Auditor's Office. The County Clerk / Auditor and the Surveyor's Offices will generate an estimated actual cost of mailing the required notice. The estimated actual cost of mailing will consist of the following: \$100 minimum, plus \$50 for each additional hour of staff time required after the first two hours, plus \$2 per address to receive the notice. The \$25 application fee is nonrefundable but will be credited toward the final cost.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

City into which the Proposed Area Would Be Annexed: \_\_\_\_\_

Name of the Responsible Official at the Annexing City: \_\_\_\_\_

Mailing Address of the Responsible Official at the Annexing City: \_\_\_\_\_

Telephone Number of the Responsible Official at the Annexing City: \_\_\_\_\_

Email Address of the Responsible Official at the Annexing City: \_\_\_\_\_

If there is more than one person or sponsor requesting the annexation, attach additional pages listing the name, address, phone number, and email of each person involved.

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Attach Accurate 8.5" x 11" Map of Proposed Annexation Area!

Pay \$25 Application Fee!

Upon receipt of a completed application with map and application fee, the County will calculate the estimated actual cost of mailing notice to the affected property owners (those within the proposed annexation area and a 300-foot area around the proposed annexation area) and provide that cost calculation to the petitioner(s) by invoice from the Clerk / Auditor's Office. Upon receipt of full payment of the invoice setting forth the estimated actual cost of mailing, then the County will mail notice to the affected property owners within 20 days.