



ANNEXATION PETITION PACKET

APPLICATION PROCESS

Each step must be completed before proceeding to the next step

Step One:

1. Contact Coalville City to discuss the proposed annexation to ensure it meets the requirements of state law and city ordinances.

Step Two:

1. Before filing a petition for annexation, the person(s) intending to file a petition shall (UCA 10-2-403):
 - a. File with the Coalville City Recorder a notice of intent to file a petition including an accurate map (11 x 17) of the proposed annexing area (plat map); and
 - b. Send a copy of the notice of intent to each affected entity and notify (email) the City Recorder that the notice and map have been mailed. (Affected Entities list provide by the Coalville City Recorder)
 - c. File the following with the Summit County Clerk/Auditor's Office, Evelyn Furse, 435-336-3204, efurse@summitcounty.org, 60 N. Main Street, Coalville UT 84017.
 - i. Notice of intent and accurate map of the proposed annexing area.
 - ii. Summit County Application for Mailing of Notice of Proposed Annexation and pay application fee.
2. Summit County will send Coalville City a copy of the notice and certification indicating the notice has been mailed as required.

Step Three:

1. Once the City Recorder has received the notice and certification from Summit County, the person(s) may file an annexation application and petition with Coalville City. On the date of filing, the person(s) shall deliver or mail a copy to the Summit County Clerk. (UCA 10-2-403(6))
2. Following initial review for completeness, the annexation application and petition will be considered for further review (accept or deny) at a future regularly scheduled city council meeting at least 14 days after the date the petition was filed. If accepted for further review, staff will complete a review of the application/petition. Any deficiencies will need to be corrected. (UCA 10-2-405)
3. Following staff review, the City Recorder will determine if the petition meets the requirements of state code; and if so, certify and complete the notification process (UCA 10-2-406). This begins the 30-day protest period (UCA 10-2-407).
4. If no protest is received, a public hearing will be scheduled with the City Council and noticed according to state law. The City Council may approve the petition (ordinance). (UCA 10-2-407)
5. Following approval of the petition (ordinance), documentation will be sent to the Lt. Governor's Office for issuance of a certificate of annexation. (UCA 10-2-425)
6. Upon receipt of the certificate of annexation, the City Recorder will provide the necessary documentation to the Summit County Recorder's Office for recording and send notice according to state law.



NOTICE OF INTENT
To file a petition for annexation
in Coalville City, Utah

I/we, the undersigned, do hereby declare my/our intent to file a petition for annexation to Coalville City, Utah.

I/we certify I/we am/are the owner(s) of real property lying outside the corporate limits of Coalville City, Utah, but contiguous thereto and designated as part of the Coalville City Annexation Declaration Plan.

The property(ies) proposed to be annexed is (are) identified below and a map outlining said property(ies) is attached hereto.

Name of Property Owner (Print clearly)	Summit County Parcel Number

Signed this ____ day of _____, 20__.

 (signature)

By: _____

Phone: _____

Email: _____



APPLICATION for Mailing of Notice of Proposed Annexation

Pursuant to Utah Code Ann. § 10-2-403, Summit 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 non-refundable but will be credited toward the final cost.

Name of Applicant: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of Proposed Annexation: _____

City into which the Proposed Area Would Be Annexed: Coalville City

Name of the Responsible Official at the Annexing City: Trevor Devey, City Recorder

Mailing Address of the Responsible Official at the Annexing City: 10 N. Main St, PO Box 188, Coalville UT 84017

Telephone Number of the Responsible Official at the Annexing City: 435-336-5981

Email Address of the Responsible Official at the Annexing City: trevor.devey@coalvillecity.org

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.

Attach Accurate 8.5" x 11" Map of Proposed Annexation Area without boundary description.

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.



Annexation

Development Review Submittal Form

For Office Use Only		Annexation Fee: \$1,500, plus \$10 per acre Fee is non-refundable and no guarantee of approval of proposed annexation shall be implied by this fee. NOTE: Plus, additional costs for recording fees.
Application # _____	CC Accept - Review Date _____	
Application Date _____	PC Public Meeting Date _____	
Approval Date _____	CC Meeting Date _____	
Denial Date _____		

Annexation Name: _____

Annexation Location: _____

Summit County Parcel No(s): _____

Total Acreage: _____ Requested Zone: _____

Name of Annexation Sponsor: _____

Mailing Address: _____

Telephone: _____ Email: _____

Name of Engineer or Licensed Land Surveyor: _____

Company Name: _____

Telephone: _____ Email: _____

Does the annexation contain property in any of the following?

- Rural real property, as defined in Utah State Code? ☐ Yes ☐ No - list parcel #'s and acreage

- Agriculture protection area? ☐ Yes ☐ No - list parcel #'s and acreage

- Is the Annexation completely located in the Coalville City Annexation Declaration Plan? ☐ Yes ☐ No

I certify that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Coalville City Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Coalville City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, planning commission, city council, or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Property Owner Signature: _____ Date: _____

Annexation

Submittal Requirements

Submit to: Coalville City Hall, 10 N. Main Street, PO Box 188, Coalville, UT 84017

Submit fee: Per current annexation fee (Payable to Coalville City)

NOTE:

1. Applications will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
2. Acceptance of this submittal to the city staff for review is not an acknowledgement by the city of a complete application. This determination will be made by staff in accordance with UCA 10-9a-509.5.

Submittal Checklist (applicant – please ensure all items are included in this submittal, if additional space is needed, use a separate sheet of paper)

- ☐ 1. Signatures from the owners of real property located in the area proposed for annexation that covers a majority of the private land (**Document on the Petition for Annexation sheet**)
- ☐ 2. Signatures from the owners of real property located in the area proposed for annexation that is equal in value to at least one third (1/3) of the assessed value of all private real property, as shown by the latest tax assessment rolls of Utah County (**Document on the Petition for Annexation sheet**)
- ☐ 3. Deliver or mail a copy of this annexation petition to the Summit County Clerk.
- ☐ 4. An ownership plat map from the Summit County Recorder's Office showing all property owners in Coalville within five hundred (500) feet of the proposed annexation and ½ mile of the annexation in the unincorporated area of Summit County.
- ☐ 5. One 24" x 36" and one 11" x 17" of the accurate and recordable annexation plat map prepared by a licensed surveyor of the area proposed for annexation identifying each parcel and labeling each parcel with the owner's name, tax identification number, and acreage. NOTE: A mylar is required to be submitted following approval by the city council.
- ☐ 6. Copy of the Notice of Intent to affected entities and the list of affected interties to which the notice was sent.
- ☐ 7. Legal description in Word format.
- ☐ 8. Electronic file with all plans and supporting documentation in PDF format.

Note: If the petition is accepted for further review the following will also need to be submitted

- ☐ 1. Additional information required by staff.
- ☐ 2. Documentation for conveyance of public rights-of-way, streets, and other dedications.
- ☐ 3. Documentation of water rights associated with the property and/or conveyance of water rights.
- ☐ 4. One stamped, addressed envelope for each owner in Coalville within five hundred (500) feet of the proposed annexation and ½ mile of the annexation in the unincorporated area of Summit County.
- ☐ 5. Check payable to the Summit County Surveyor for \$125 for review of the annexation plat.
- ☐ 6. Check payable to Coalville City for publication fees (\$150).
- ☐ 7. Check Payable to Coalville City for Annexation Agreement fees (\$1,500).
- ☐ 8. Mylar of annexation plat map prior to the final public hearing of the city council.

Additional Information (Links)

Coalville City Development Code, Title 10 - Land Use: <http://www.coalvillecity.org/title-10-land-use.htm>

PETITION FOR ANNEXATION

(Annexation Name)

We, the undersigned owners of real property located in Summit County, Utah, adjacent to the city of Coalville, Utah, do hereby petition the city of Coalville for annexation of our real property into the City limits of Coalville, Utah.

Notice: There will be no public election on the annexation proposed by this petition because the Utah law does not provide for an annexation to be approved by voters at a public election. If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the Coalville City Recorder. If you choose to withdraw your signature; you shall do so no later than 30 days after Coalville City receives notice that the petition has been certified.

[illegible]

This petition must include the signatures of the owners of a majority of the property included in the annexation, representing at least one-third of the assessed property valuation according to the last assessment rolls. The petition must also designate up to five signers as petition sponsors, one of whom shall be designated as the contact sponsor and indicate the mailing address of each sponsor.