



Mapleton City Annexation Application

For Office Use Only

Petition Filing Date: _____

Annexation Name: _____

Fee: \$600 (up to 5 acres) \$25 per acre for the next 20 acres, \$14 per acre for the next 75 acres, and \$5 per acre for each additional acre thereafter.

Total Acreage: _____ Fee Paid: _____ Date Paid: _____

Receipt Number: _____

Name of Contact Sponsor: _____

Authorized Agent (if applicable): _____

Phone #: (____) _____ Fax #: (____) _____ Address: _____

Name, Address and Phone Number of Licensed Engineer or Land Surveyor:

Engineer of Land Surveyor's Signature: _____

Date of Engineer's Signature: _____

General Location of Proposed Annexation: _____

What percent of the Private Real Property within the proposed Annexation is represented by the signatures of the Owners? _____

What percent of the value of Private Real Property within the Annexation Plat is represented by the signatures of the Owners? _____

Annexation Application Continued

Total number of acres included in Annexation: _____ Zoning Requested: _____

Total number of parcels included in Annexation: _____

Consisting of the following parcels Tax I.D. Numbers:	Acres:	Owner:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Approvals Sought, if any:

Type of Approval	Date of Application	File Number	Date of Approval
General Plan Amendment			
Any Other Approvals			

Application Submittal Requirements

All fees, an Annexation Petition, an Annexation Plat (mylar), and the Annexation Information Requirements listed below are required of all proposed annexations regardless of size. In addition to the following information, the applicant may be required to provide additional information if the staff, Plan Review Committee, Planning Commission, or City Council find the information to be necessary to evaluate the merits of the proposed annexation.

Petition:

This petition must include the signatures of the owners of a majority of the property included in the Annexation, representing at least 1/3 of the assessed property valuation according to the last County Assessment rolls. The petition must also designate up to five signers of the petition as sponsors, one of whom shall be designated as the contact sponsor, and indicate the mailing address of each sponsor.

Plat:

A Plat of the area proposed to be annexed drawn by a licensed engineer or land surveyor must also accompany this petition. Please identify on the Plat each parcel included in the Annexation and on each parcel label the owner’s name, the Tax Identification Number, acreage, and the proposed Zoning. Five (5) copies that are twenty-four by thirty-six (24 x 36) inches.

Annexation Information Requirements:

The petition and plat must be accompanied by the Annexation Information Requirements listed below, as required by Mapleton City.

_____ A description of the area included in the proposal for Annexation, identifying the existing land use(s) including residential and nonresidential uses, and those proposed by the petitioners.

_____ Current population of the area.

_____ A statement of compliance with the Mapleton City General Plan, including goals, policies and land use, and how the proposed area, and the proposed land use(s) will contribute to the achievement of the goals and policies of the Mapleton City General Plan.

_____ An analysis of the tax consequences to residents of the area proposed for annexation, as well as to the residents of Mapleton City and Utah County.

_____ An identification of the demands for City provided facilities and services to the area proposed for annexation, at the existing and proposed land use(s), including potable water, irrigation water, street improvements, storm drainage, fire protection, police and ambulance protection, sewer facilities, parks and recreation, and garbage removal.

_____ Water rights conveyance will be at the time of subdivision, building permit, or project approval.

Applicant Certification:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Mapleton City may rescind any approval, or take any other legal or appropriate action.

Signature: _____

Title: _____ Date: _____

Petition for Annexation into Mapleton City, Utah County, State of Utah

Name of Plat Map: _____

Engineer – Surveyor: _____

Date of Engineer’s Signature: _____

List of Sponsors (maximum of five):

(printed name and address)

1. _____
2. _____
3. _____
4. _____
5. _____

Contact Sponsor (please print):

Name: _____

Address: _____

Phone: _____

Approximate acreage: _____, consisting of the following parcels (Tax ID Number):

Parcel Acres Owner (please print)

1. _____ ; _____ ; _____
2. _____ ; _____ ; _____
3. _____ ; _____ ; _____
4. _____ ; _____ ; _____
5. _____ ; _____ ; _____
6. _____ ; _____ ; _____
7. _____ ; _____ ; _____
8. _____ ; _____ ; _____

(SEE REVERSE SIDE FOR SIGNATURES)

**Petition
For**

(Annexation Name)

We hereby certify that all of the undersigned together constitute the owners of a majority of said real property to be annexed and also are the owners of said real property to be annexed and also are the owners of more than one-third (1/3) in value of said property as shown by the last assessment rolls for taxes, and that said land is contiguous to the Corporate limits of Mapleton City. Please indicate which individual(s) is the sponsor/contact for this petition (up to 5 sponsors may be indicated). The requested zoning is _____. Total number of acres _____.

Name: _____ **Phone:** _____ **Address:** _____

Tax I.D./Parcel # (s): _____

Signature

Subscribe and sworn to me this _____ day of _____, 20 _____

Notary Signature

Residing in _____ County _____ State _____

My commission expires: _____

Name: _____ **Phone:** _____ **Address:** _____

Tax I.D./Parcel # (s): _____

Signature

Subscribe and sworn to me this _____ day of _____, 20 _____

Notary Signature

Residing in _____ County _____ State _____

My commission expires: _____

Petition Signatures Continued

Name: _____ **Phone:** _____ **Address:** _____

Tax I.D./Parcel # (s): _____

Signature

Subscribe and sworn to me this _____ day of _____, 20 _____

Notary Signature

Residing in _____ County _____ State _____

My commission expires: _____

Name: _____ **Phone:** _____ **Address:** _____

Tax I.D./Parcel # (s): _____

Signature

Subscribe and sworn to me this _____ day of _____, 20 _____

Notary Signature

Residing in _____ County _____ State _____

My commission expires: _____

Name: _____ **Phone:** _____ **Address:** _____

Tax I.D./Parcel # (s): _____

Signature

Subscribe and sworn to me this _____ day of _____, 20 _____

Notary Signature

Residing in _____ County _____ State _____

My commission expires: _____

Each owner and signer for himself says: I have personally signed this petition; I am an owner of a portion of the property above mentioned and located at or near Mapleton, Utah County, State of Utah, and my Post Office address is correctly written after my name.

MAPLETON CITY ANNEXATION POLICIES AND PROCEDURES

(This checklist is intended for information purposes only. For a complete list of requirements, see Utah State Code, Mapleton City Development Code and the Mapleton City General Plan.)

GENERAL ANNEXATION REQUIREMENTS:

6. **The area must be contiguous to Mapleton City.**
7. **The area must be a contiguous area.**
8. **The area proposed for annexation will not leave or create an unincorporated island or peninsula.**
9. **The petition may not propose the annexation of all or part of an area proposed for annexation in a previously filed petition that has not been denied, rejected, or granted.**

ANNEXATION PROCEDURES:

6. **To initiate an annexation, the following must be filed in the office of the City Recorder:**
 - a) Twenty (20) paper copies of an accurate annexation plat (Nineteen – 24” x 36”, One – 11” x 17”) prepared and signed by a licensed surveyor. Please identify on the plat each parcel included in the annexation and on each parcel label the owners name, the Tax Identification Number, acreage and proposed zoning (One 24” x 36” Mylar copy recording must be submitted prior to the final Public Hearing before City Council).
 - b) An annexation petition and application signed by the owners of private real property, which covers a majority of the private real property within the area proposed for annexation. Up to five (5) signers of the petition may be designated as sponsors, one of whom shall be designated as the contact sponsor, with mailing addresses of each included.
 - c) A receipt for Annexation fees.
 - d) A list of all parcels included on the annexation plat with Tax Identification numbers, acreage, names and addresses of all owners and land values as shown on the last county assessment poll.
 - e) A current Utah County Plat with the subjected area highlighted.
 - f) Such additional data and information as required by Mapleton City.
2. **On the date of filing, the contact sponsor shall also deliver or mail five (5) copies of the petition and plat to the Utah County Clerk and furnish a declaration of such action to the City Recorder.**
3. **The City Recorder will forward a copy of the complete submitted packet to the Planning Department and the City Planning staff will schedule the annexation request on the next available P.R.C. Agenda.**
4. **The P. C. will review the application and prepare an annexation report for the Planning Commission who will make recommendations to the City Council.**
 - a) If it is determined by the P.R.C. that the annexation will require a General Plan amendment, all provisions of the Utah State Code and Mapleton City Development Code relating to General Plan amendments must be followed. (General Plan amendments and annexation requests may be considered concurrently.)
 - b) The request will then be scheduled on the next available Planning Commission Agenda who shall consider the P.R.C. recommendations and testimony of petitioner(s) and other interested parties, and make a recommendation on the annexation, suggested zoning, and/or General Plan amendments to the City Council.
 - c) The annexation request will then be scheduled on the next available City Council Agenda for acceptance or denial of the petition and plat. The P.R.C. report and Planning Commission recommendations will be forwarded to City Council.

MAPLETON CITY ANNEXATION POLICIES AND PROCEDURES

- 5. At the next available City Council meeting, the City Council may either:**
 - a) Deny the petition and mail a Notice of Denial within five (5) days to the contact sponsor and Utah County Clerk; or
 - b) Accept the petition and discuss the terms of an annexation agreement. (Terms and conditions of the annexation agreement will be finalized, if possible, prior to the final meeting/public hearing before the City Council.)
- 6. Immediately following the acceptance of the petition, the City Recorder shall, verbally and in writing, notify the City Council and Contact Sponsor of either the certification or rejection of the petition. (A petition that is rejected may be revised and filed as a new request.)**
- 7. After receipt of the notice of certification from the City Recorder, the City Council shall publish a notice at least once a week for three successive weeks, beginning no later than ten (10) days after receipt of the Notice of Certification in a newspaper of general circulation within the City. Within twenty (20) days of receipt of the Notice of Certification the City Recorder will mail written notice to:**
 - a) Board of County Commissioners,
 - b) Board of each special district, whose boundaries include part of all of the area proposed for annexation,
 - c) City Council of each municipality whose boundaries are within ½ mile of the area proposed for annexation,
 - d) Each school district whose boundaries include part of all of the area.
- 8. A public hearing (14 day notice) will be scheduled with the Planning Commission for review and recommendation of the annexation proposal including the zoning designation.**
- 9. If no timely protest is filed, the City Council may, by Ordinance, annex the area following a Public Hearing which has been properly noticed in a newspaper of general circulation within the city at least seven (7) days prior to the City Council Meeting.**
- 10. An annexation agreement must be signed and applicable requirements met prior to plat recording and Ordinance publication.**
- 11. If a protest is filed, the City Council must wait for the decision of the Boundary Commission. After receipt of the decision, the City Council may:**
 - a) Deny the annexation petition; or
 - b) If the Commission approves the annexation, grant the annexation petition an, by Ordinance and consistent with the commission's decision, annex the area under the terms of the annexation agreement.

PROTESTS TO AN ANNEXATION PETITION:

- 1. A protest to an annexation petition may be filed by:**
 - a) The Board of County Commissioner of the County in which the area proposed for annexation is located;
 - b) The Board of Special District whose boundaries include part of all of the area proposed for annexation;
 - c) The City Council of a city whose boundaries are within ½ mile of the area proposed for annexation; or
 - d) The owners of private real property that:
 - i) is located in the unincorporated area within ½ mile of the area proposed for annexation;
 - ii) covers at least 25% of the private land area located in the unincorporated area within ½ mile of the area proposed for annexation; and
 - iii) is equal in value to at least 15% of all real property located in the unincorporated area within ½ mile of the area proposed for annexation.
- 2. Protests are filed with the Boundary Commission with a copy being delivered or mailed on the same date to the City Recorder.**
 - a) Protests must be filed no later than 60 days after the City Council's receipt of the notice of certification, or
 - b) If the area is undeveloped and covers an area that is equivalent to less than 5% of the total land mass of all private real property within the city, protests must be filed within 40 days of receipt of Notice of Certification.
- 3. If the Boundary Commission receives a protest on property that is developed or covers an area that is equivalent to more than 5% of the total land mass of all private real property within the City, the Commission must choose and engage a feasibility consultant within 45 days. The consultant will have 75 days to complete the feasibility study. (Requirements are found in Section 10-2-413 of the Utah Code).**
- 4. In most instances the feasibility consultant fees and expenses will be shared equally by those petitioning for annexation and each entity or group that files a protest.**