

Annexation Procedures

The annexation procedures are as follows:

1. Approach City Council as a discussion item to determine if they would entertain an annexation request.
2. Have a survey map prepared by a licensed surveyor (property in the survey must be contiguous to the city boundary and must not create an island of unincorporated property or a peninsula of unincorporated property).
3. Prepare a petition for annexation (letter). Petition must include the request for annexation, name, phone and address of contact person. Must be signed by 51% of the property owners who own property equivalent to 1/3 the total assessed value of the property proposed to be annexation.
4. Deliver to City Clerk the annexation petition and survey map. On the same day deliver a copy of each to the County Clerk's office as well.
5. City Clerk will place the item on the next available agenda for the City Council.
6. At the next meeting the City Council will vote to either accept or reject the petition.
7. If the petition is accepted, the City Clerk will certify the petition within 30 days.
8. Upon certification, clerk will deliver a copy of said certification and public notice of certification to the City Council, the County Clerk and Commission, and any special service districts affected by the annexation (school district, fire district, etc.) within 10 days of certification.
9. City Clerk will submit a public notice of certification to the newspaper to be posted for 3 consecutive weeks.
10. 30 days after certification, if no protests are received in the office of the County or City Clerk, the petition will be placed on the Planning Commission agenda for a public hearing and recommendation on annexation to the City Council.
11. After the Planning Commission hearing, the City Council will schedule a public hearing at the next available meeting. Following public comment the Council may vote to either grant or deny the annexation.
12. Following the motion to annex, the annexation survey and articles of incorporation must be recorded in the office of the County Recorder within 30 days.