POLICY STANDARDS

- Clean and easy for employees to understand
- Electronic search engine
- Inclusive of pertinent Federal and State laws
- Organized by key headings
- References State and Federal laws but does not detail them within the policy text
- Achieves efficiencies that integrate with PeopleSoft

SALT LAKE COUNTY

Notice of Intent to File an Annexation Petition with Cottonwood Heights for a portion of the Granite Community
~Summary of Process~

On March 21, 2013 Salt Lake County received a *Notice of Intent to File an Annexation Petition* from residents in the Granite Community. These residents (filers) intend to file the annexation petition with Cottonwood Heights. The ultimate goal of this petition is to annex a portion of the Granite Community into Cottonwood Heights. The original notice did not include an adequate map of the area. As such, we have asked the filers to re-submit their notice with an accurate map. Below is a step by step summary of this process.

Step 1 *Notice Submitted*

- A *Notice of Intent to File an Annexation Petition* is submitted to the Cottonwood Heights Recorder and each affected entity with an accurate map of the intended annexation area.

Step 2 *Notice Mailed*

- The County mails the required notice to every real property owner in the proposed annexation area as well as property owners who live 300 feet around the border of the proposed annexation area. Although the County will mail the notice, the filers who submitted the *Notice of Intent to File an Annexation Petition* are responsible for the costs associated with the printing and mailing of this notice. This notice is mailed within 20 days of a written request from filers and when payment is received.

Step 3 *Petition Prepared*

- Cottonwood Heights prepares the annexation petition upon request of the filers in accordance with the statutory requirements.

Step 4 *Petition Signed*

- Filers must get the petition signed by private real property owners that covers over 50% of the total private land within the boundaries and at least 1/3 of the value of private real property within the proposed annexation area.

Step 5 *Petition Submitted*

- The completed petition, a recordable map of the area, a copy of the notice sent to affected entities and entities that received the notice, is submitted to Cottonwood Heights and a copy provided to the County Clerk. ***Note: A property owner may withdraw his/her signature by filing written notice with City recorder up to 30 days after Notice of Certification received by City Council.***

Step 6 *City Accepts or Denies Petition*

- Cottonwood Heights may deny or accept the petition for further consideration. If Cottonwood Heights denies the petition it sends a notice to the County Clerk and the Filers' contact sponsor within 5 days after denial. At that point the annexation process stops. If the City accepts the petition it moves onto Step 7.
Note: Cottonwood Heights may deny the petition beyond Step 6. They have the right to deny the petition at any point during this process. By denying the petition the annexation process stops.

Step 7 *Petition Certified*

- Once Cottonwood Heights accepts the petition County officials provide the City with information necessary to certify. If the petition meets the necessary requiements, the City issues a notice of certification to the City Council, contact sponsor and County Council and moves onto Step 8. **Note: If the petition fails, filers have an opportunity to correct deficiences and refiles going back to Step 5.**

Step 8 *Notice Published*

- Once Notice of Certification of Petition is given from the City Recorder, the City Council publishes a notice with the information outlined in Utah Code 10-2-406(2) for three weeks including the deadline to file a protest and mails a copy of the notice to each affected entity within 20 days of the Notice of Certification. If no protest is filed the process moves onto Step 14.

Step 9
Protests Submitted

- A protest may be filed with Cottonwood Heights by:
  -private real property owners located in the unincorporated area within 1/2 mile of the proposed area for annexation equal to 25% of private land owners and 15% of all real property value
  -any affected entity
- Protest are given to the Boundary Commission comprised of two elected County officials, two elected City officials from different cities, and three County residents.

Step 10
Feasibility Study

- The Boundary Commission shall engage a feasibility consultant within 45 days. The consultant shall complete a feasibility study within 75 days of being retained in accordance with statutory requirements. Once complete the feasiblity study will be available to the public. **Note: No feasibility study is required if the proposed annexation area is undeveloped and covers an area equal to less than 5% of the total land mass of private real property within the city.**

Step 11
Public Hearing

- The Boundary Commission shall hold a public hearing for individuals to ask questions regarding the feasibilty study or to comment on the annexation.

Step 12
Commission Decision

- 30 days after the public hearing the Boundary Commission shall issue a written decision. The process then moves to Step 13.
- Review of the Boundary Commission's decision may be sought in 3rd District Court within 20 days of the decision. The District Court shall uphold the Commission unless it determines that the decision was arbitrary or capricious.

Step 13
City Denies or Accepts Petition

- Upon receipt of the Boundary Commission's written decision, the City Council may deny the petition or approve the annexation consistent with the Commission's decision.

Step 14
City Council Public Hearing

- If no protest is filed, the City Council shall hold a public hearing regarding the proposed annexation to help determine whether to approve the annexation with at least seven days notice of the public hearing.

Step 15
Annexation Complete

- The Cottonwood Heights Council adopts an ordinance approving the annexation. Within 30 days files the required documents with the Lieutenant Governor's Office.

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SALT LAKE COUNTY

Notice of Intent to File an Annexation Petition with Holladay City for a portion of the Millcreek Township
~Summary of Process~

On April 9, 2013 Salt Lake County received a *Notice of Intent to File an Annexation Petition* from residents in the Millcreek Township. These residents (filers) intend to file the annexation petition with Holladay City. The ultimate goal of this petition is to annex a portion of the Millcreek Township into Holladay City. Below is a step by step summary of this process.

Step 1 *Notice Submitted*

- A *Notice of Intent to File an Annexation Petition* is submitted to the Holladay City Recorder and each affected entity with an accurate map of the intended annexation area.

Step 2 *Notice Mailed*

- The County mails the required notice to every real property owner in the proposed annexation area as well as property owners who live 300 feet around the border of the proposed annexation area. Although the County will mail the notice, the filers who submitted the *Notice of Intent to File an Annexation Petition* are responsible for the costs associated with the printing and mailing of this notice. This notice is mailed within 20 days of a written request from filers and when payment is received.

Step 3 *Petition Prepared*

- Holladay City prepares the annexation petition upon request of the filers, including an explanation that if annexation is granted the residents are withdrawn from township.

Step 4 *Petition Signed*

- Filers must get the petition signed by private real property owners that covers over 50% of the total private land within the boundaries and at least 1/3 of the value of all real property within the area.

Step 5 *Petition Submitted*

- The completed petition, a recordable map of the area, a copy of the notice sent to affected entities and entities that received the notice, is submitted to Holladay City and a copy provided to the County Clerk, County Council, and chair of the Millcreek Township Planning Commission. ***Note: A property owner may withdraw his/her signature by filing written notice with City recorder up to 30 days after Notice of Certification received by City Council.***

Step 6 *Holladay Accepts or Denies Petition*

- Holladay City may deny or accept the petition for further consideration. If Holladay City denies the petition it sends a notice to the County Clerk, County Council, chair of the Township Planning Commission, and the filers within 5 days after denial. At that point the annexation process stops. If the City accepts the petition it moves onto Step 7. ***Note: Holladay City may deny the petition beyond Step 6. They have the right to deny the petition at any point during this process. By denying the petition the annexation process stops.***

Step 7 *Petition Certified*

- Once Holladay City accepts the petition County officials provide the City with information necessary to certify. The City notifies the City Council, filers, County Council, and chairs of the Millcreek Township whether the petition meets the necessary requirements. If it does meet the requirements it moves onto Step 8.

Step 8 *Notice Published*

- Once Notice of Certification of Petition is given from the City Recorder, the City Council publishes a notice with the information outlined in Utah Code 10-2-406(2) for three weeks including the deadline to file a protest and mails a copy of the notice to each affected entity within 20 days of the Notice of Certification. If no protest is filed the process moves onto Step 16.

Step 9
Protests Submitted

- A protest may be filed with Holladay City by:
  -private real property owners within 1/2 mile of the area equal to 25% of private land owners and 15% of all real property value
  -any affected entity
  -Millcreek Township Planning Commission may make written recommendation to County to protest within 30 days after certification with copy to Holladay City and contact sponsors.
- Protest are given to the Boundary Commission comprised of two elected County officials, two elected City officials from different cities, and three County residents.

Step 10
Feasibility Study

- The Boundary Commission shall engage a feasibility consultant within 45 days. The consultant shall complete a feasibility study per the statute within 75 days of being retained. Once complete the feasiblity study will be available to the public.

Step 11
Public Hearing

- The Boundary Commission shall hold a public hearing for individuals to ask questions regarding the feasibilty study or to comment on the annexation. ***Note: This public hearing could be held jointly with the County's hearing outlined in Step 13.***

Step 12
Commission Decision

- 30 days after the public hearing the Boundary Commission shall issue a written decision. The process then moves to Step 17.
- Review of the Boundary Commission's decision may be sought in 3rd District Court within 20 days of the decision. The District Court shall uphold the Commission unless it determines that the decision was arbitrary or capricious.

Step 13
Council Hearing

- The County Council must hold a public hearing and make a determination as to whether they will allow the withdrawal from the Millcreek Township. If the Council agrees to the withdrawal the process continues onto Step 17. If the Council denies the withdrawal it moves to Step 14.

Step 14
3-Member Committee

- If the County Council denies the withdrawal a three-person committee is created comprised of one elected official appoined by the County, one elected official appointed by the City, and one jointly appointed. ***Note: The elected officials may not be the Mayors or from either legislative body.***
- The three-person committee may hold one or more public hearings to help determine if the section should be withrawn from the Township.

Step 15
3-Member Committee's Decision

- The three-person committee shall issue a written decision within 45 days of appointment. If they disapprove the withdrawal from the Township annexation request stops. If they approve it, the process continues to Step 18.

Step 16
City Public Hearing

- If no protest is filed, the City Council shall hold a public hearing regarding the proposed annexation to help determine whether to approve the annexation. If annexation is approved, the City sends notice to the County Council to begin Step 13. ***Note: This public hearing could be held jointly with the County's hearing outlined in Step 13.***

Step 17
City Denies or Accepts Petition

- Upon receipt of the Boundary Commission's written decision, the City Council may deny the petition or approve the annexation consistent with the Commission's decision. If annexation is approved, the City sends notice to the County to begin Step 13.

Step 18
Annexation Complete

- The Holladay City Council adopts an ordinance approving the annexation.