

TO: file

FROM: Dave Anderson, Community Development Director

DATE: October 17, 2022

RE: Title 15 Amendments – Annexations/Process

15.3.08.030 Annexations

- A. Application: A party seeking Annexation to the City shall submit an Annexation ~~petition~~ **application**. **Petition Application** is made by following the instructions on the electronic form provided by the Community Development Department, which meets the criteria established by state law. **The City may require applications to be signed and notarized by each property owner within the annexation, plat of the annexation, legal description of the annexation, and a copy of the annexation application filed with the Utah County Clerk/Auditor's Office.** The ~~application petition~~ will be placed on the Council agenda for rejection or acceptance for further review, the City Recorder shall publish the notices, and provide the written notices as required by state law and follow the requirements of state law. During the publication period, the ~~application petition~~ will be forwarded to the Community Development Director for presentation to the DRC and Commission, for their recommendations. A ~~application petition~~ for Annexation expires if it is not approved by the City within 36 months from the time its application is submitted and accepted.
- ...
- F. Address Change: The address of annexed properties shall be changed to a Spanish Fork address within one month from the date the annexation becomes final. The Engineering Division shall file the appropriate documents to formally change the address and street coordinates. Property owners shall change the address marker on the property and mailbox. **An exception may be allowed in the interest of public safety with the consent of both the Police Chief and Fire & EMS Director.**

15.3.20.060 Development Enhancement Overlay

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- D. Application: In order to have the Development Enhancement Overlay Zone approved, a developer must submit an application, on **a the electronic** form provided by the City, spelling out the requirements which cannot be met in the particular zone, why the requirements cannot be met, why the developer believes the requirements do not need to be met in this

specific instance, how the deficiency will not adversely impact neighboring properties, and proposing conditions which will provide a solution.

15.4.04.060 Filing Of Preliminary Plats

- A. Prior to filing a Preliminary Plat, the developer may submit an application for Concept Review with the Community Development Department. To apply for a Preliminary Plat approval, applicants must follow instructions on the electronic form provided by the Community Development Department and submit all required materials. Plans submitted for Preliminary Plat approval shall be provided in this format:
 - 1. A pdf and computer aided design (CAD) file of the plat in a dwg or dxf format. The CAD file of the subdivision must be in the 1927 North American Datum (NAD27) or 1983 North American Datum (NAD83) State Plane.
- ~~2. —All fees for the Preliminary Plat are due upon filing the application.~~
- B. The City will review the submission and notify the developer of any changes that must be made. The developer shall have a written response to all redlines corrected. Once these changes are made, a Portable Document Format (PDF) file of the plat must be submitted to the Community Development Department. ~~Ten bound subdivision packets must also be submitted for master planned developments.~~