

Spanish Fork City Annexation Application

40 South Main Street, Spanish Fork, Utah 84660
 (801) 804-4580 Fax (801) 804-4510
www.spanishfork.org



Project Information

Application Date:		Number (Office Use Only):
Project Address:		Current Use:
General Plan Designation:	Inside of Growth Boundaries?	Inside of Policy Declaration Boundaries?
Current Zone:	Proposed Zone:	Acreage of Property:

Applicant Information

Applicant/Sponsor:		Attn:	
Address:		Telephone:	
City:	State:	Zip:	Alt. Telephone:
Email Address:		Fax:	

Signatures of Owners:

Signature

Signature

Signature

Signature

Engineer, Architect or Surveyor

Company/Contact:		Attn:	
Address:		Telephone:	
City:	State:	Zip:	Alt. Telephone:

City Development Process and Requirements

1. **Staff Review Time:** Approximately 3 to 4 weeks depending on the amount of projects needing review.
2. **Development Review Committee (DRC):** Held every Wednesday at 10:00 a.m.
3. **Planning Commission:** Held the first Wednesday of each month at 6:30 p.m.
4. **City Council:** Held the first and third Tuesday of each month at 6:00 p.m.

All meetings are held in the City Council Chambers at 40 South Main Street in Spanish Fork.

- Pre-application meeting with City Planner and City Recorder
 - Initial Fee of \$300.00
 - 11x17 copy of the annexation area
 - Disk or emailed copy of Annexation in .dxf format
- Initial Council Action – Date: _____
- Deny
 - Accept

If Accepted:

- Review Fee: \$600.00
- Legal description of property to be annexed by a licensed surveyor.
- 5 copies of the annexation area (24x36)
- One 11x17 and mylar copy of the annexation area
- Legal description given to city on a disk in Word Perfect format (.wpd) and Word (.doc)
- Petition Certification Date: _____

Filing Requirements

The annexation petition shall be filed with the City Recorder and **must** including the following:

- Signatures of owners of private real property covering:
 - Majority of the private land area within the area proposed for annexation,
 - At least 1/3 of the value of all private real property according to the last assessment roll for Utah County taxes within the area proposed for annexation,
- An accurate plat or map. An accurate plat or map (11x17), prepared by a licensed surveyor, of the area proposed for annexation.
 - Provide legal description of the area
 - 3.5-inch disk containing legal description in Word Perfect word processing format.
 - Note on the map all special districts, school districts, and any other taxing districts within the area proposed for annexation.
 - Show any district boundaries which border on or bisect the area.
 - A CAD file of the annexation on a 3-½ inch disk, CD or email in an AutoCAD or .dxf format. The CAD file of the annexation must be drawn from an accurate field survey in the NAD27 State Plane Coordinate System with a tie to a section corner.
- Designate up to 5 of the signers of the petition as sponsors, one of whom shall be designated as the contact sponsor.

Annexation Process

After the City Recorder receives the request, the item is placed on a City Council Agenda where the Council will decide if they would like to investigate annexing the property into the City. If the Council decides to proceed with the petition, the Council will instruct city staff to research the annexation.

If the City Council decides to investigate the annexation staff will study the annexation area. During the study process the Development Review Committee (DRC) will review the request and make a recommendation to the Planning Commission. The Planning Commission will then hold a meeting and make a recommendation to the City Council on the annexation. The City Council will then schedule a public hearing on the annexation and either approve, approve with conditions, or deny the request.