

STAFF USE ONLY
GL: 103413100, Dist. Code: 308

FEE:

Number of acres (rounded up): Base fee \$1000 + number of acres
(rounded up) _____ x \$10.00 = \$ _____

Mailed notices: **\$1.00 per notice** (property owners & affected entities x2)



SARATOGA
SPRINGS
PLANNING

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.

**ANNEXATION APPLICATION
UPDATED DECEMBER 2021**

PROJECT NAME: _____

Property Owner: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Applicant / Authorized Agent: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Engineering Firm: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

General location of the property: _____ **Size of subject property:** _____

Proposed Zoning: _____

Proposed Land Uses: _____

Surrounding Land Uses: _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to Planning@SaratogaSpringsCity.com. Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

STAFF USE ONLY:
 Anticipated review of 10 business days Anticipated review of more than 10 business days

Applicant	City	The materials listed below are required to process the application. <i>Please check the applicable box to indicate the materials have been included with the application.</i>
		1. The property owner or owners shall submit to the City a petition in the specific form provided by the City and meeting the criteria established by the state law. Use form on Page 7.
		2. There shall be attached to the annexation petition a full disclosure statement of how water resources shall be provided, or purchased from the City, in accordance with City ordinances.
		3. There shall also be attached to the annexation petition a statement as to the anticipated timetable for development of the property to be annexed.
		4. There shall also be attached to the petition a proposed development agreement for the territory proposed for annexation. The proposed development agreement shall include at least the following components:
		a. General land use plan for the area, utilizing City of Saratoga Springs land use designations.
		b. Zoning for all parcels. Where multiple zones are suggested, specific boundaries of each zone shall be designated utilizing City of Saratoga Springs zone designations.
		c. Provisions for at least the following: power; culinary water; sewer; secondary water; storm drainage; natural gas; telephone; and cable TV.
		<input type="checkbox"/> Parcel map. Current copy of County Assessor’s Parcel Map for subject property and surrounding properties.
		<input type="checkbox"/> List of petitioning property owners. Names and current addresses of petitioning property owners, as shown on the latest Utah County Tax Rolls, as well as Annexation petition on form provided by the City, with signatures of the petitioning property owners. (see pages 5-6)
		<input type="checkbox"/> Drawings; Annexation Boundary Map. One full-size (24” x 36”) drawing drawn to scale of the area proposed for annexation, prepared by a Land Surveyor or Civil Engineer licensed to Practice in the State of Utah.
		<input type="checkbox"/> Electronic Drawings. An electronic copy of all drawings and a signed application in PDF format shall be submitted.
		<input type="checkbox"/> All items listed in Utah Code Title 10 Chapter 2 related to the feasibility study.

	<input type="checkbox"/> Fee: Number of acres (rounded up) _____ x \$10.00 plus base fee of \$1000.00 = _____ Newspaper Public Notice Fee (per advertisement): \$25.00
	<input type="checkbox"/> Fee for mailed notices: \$1.00 per postcard notice, contact Planning to determine amount. Notice of the annexation petition and public hearing(s) shall be mailed to property owners within 300 feet of the subject property.

19.22.01. General Annexation Petition Requirements and Procedures.

In accordance with Utah statutory and case law, the decision whether to annex property is an inherently legislative decision. The City Council has complete legislative discretion of whether to grant or deny an annexation petition. Should the Council choose to exercise its legislative discretion in granting an annexation petition, the following requirements shall apply:

1. Developers shall provide public improvements in accordance with City ordinances.
2. Developers shall pay all applicable impact fees, service fees, and assessments in addition to the annexation fee.
3. Developers will be subject to all other appropriate and adopted fees to offset the costs to the City.
4. The applicant will be charged for all attorneys’ fees associated with review of the annexation and drafting of applicable documents.
5. Piecemeal annexation of individual small parcels of property is discouraged if contiguous parcels, soon to be developed, are available in order to avoid repetitious annexations.
6. Except as permitted in Utah Code § 10-2-401 et seq., no islands or peninsulas of another jurisdiction shall be created by the annexation.
7. Irregular boundaries should be minimized.
8. The annexation shall generally follow existing roads, property lines, easements, utilities, and power lines in order to minimize the public expense for extension of main or service lines and streets.
9. In order to facilitate the consolidation of overlapping functions of local governments, promote the efficient delivery of services, encourage the equitable distribution of community resources and obligations, and eliminate islands and peninsulas of territory that are not receiving municipal services, the boundaries of an area proposed for annexation shall be drawn, where practicable and feasible, along the boundaries of existing special districts for sewer, water, and other services, along the boundaries of school districts, and along the boundaries of other taxing entities.
10. In order to provide for the orderly growth and development in the City and avoid confusion and undue cost to the taxpayers, all utility and service hook-ups shall be limited to incorporated areas of the City and shall not be made available outside the City limits. The only exception shall be those extensions which are made pursuant to agreement with other units of government under the Interlocal Cooperation Act or by specific approval of the City Council.
11. Utilities should be extended to annexed areas as soon as practicable after annexation. However, the City is not obligated to provide utility services to newly annexed or undeveloped property.
12. Extensions of service lines and utilities shall be charged to the property annexed rather than to the public or City and shall be planned and constructed in full compliance with City ordinances.

13. Each annexation shall require a disclosure by the developer of anticipated needs of utilities and street improvements and a timetable of anticipated development.

19.22.02. Water.

1. Inasmuch as the annexation of property into the City of Saratoga Springs will ultimately require a supply of water resources within the annexed area, the owner of the annexed property will be required to demonstrate, upon development of the property, how they will provide, or purchase from the City, all water resources as required under the water ordinances of the City of Saratoga Springs.

19.22.04. Procedure for Processing Annexation Petitions

The procedure for processing annexation petitions and plats shall in accordance with Title 10, Chapter 2 of the Utah Code. Petitions shall be on forms approved by the City. Before the City will process any annexation petition, the application shall be fully completed and all adopted fees shall be paid by the applicant. The City will not accept any annexation petition unless and until the applicant has paid the applicable fees.

19.22.05. Annexation Petition Review.

Once the annexation petition has been accepted by the City as complete, including payment of all applicable fees, the procedure under Title 10, Chapter 2 of the Utah Code shall be followed.

APPLICANT ACKNOWLEDGMENT:

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

PETITION FOR ANNEXATION TO THE CITY OF SARATOGA SPRINGS
OF PROPERTIES IDENTIFIED BELOW

We the undersigned owners of certain real property lying contiguous to the present municipal limits of the City of Saratoga Springs hereby submit this Petition for Annexation and respectfully represent the following:

1. That this petition is made pursuant to the requirements of Section 10-2-403, Utah Code Annotated, 1953, as amended (U.C.A.);
2. That the property subject to this petition is a contiguous, unincorporated area contiguous to the boundaries of the City of Saratoga Springs and the annexation thereof will not leave or create an unincorporated island or peninsula;
3. That the signatures affixed hereto are those of the owners of private real property that:
 - a. is located within the area proposed for annexation;
 - b. covers a majority of the private land area within the area proposed for annexation; and
 - c. is equal in value to at least 1/3 of the value as shown by the last assessment rolls of all private real property within the area proposed for annexation; and
 - d. is described on the accompanying legal description.
4. That up to five of the signers of this petition have been designated as sponsors, one of whom is designated as the "Contact Sponsor", with the mailing address of each sponsor being indicated;
5. That the petitioners have caused an accurate plat or map of the above-described property to be prepared by a licensed surveyor, which plat or map is filed herewith; and
6. That the petitioners request the property, if annexed be zoned as follows with the attached signatures.

Contact Sponsor:

Printed Name	Signature	
Utah Co. Parcel ID Number	Residential Address	Requested Zone(s)
Mailing Address	() Contact Telephone	-

Sponsor #1:

Printed Name	Signature	
Utah Co. Parcel ID Number	Residential Address	Requested Zone(s)
Mailing Address	() Contact Telephone	-

Sponsor #2:

Printed Name Signature

Utah Co. Parcel ID Number Residential Address Requested Zone(s)

Mailing Address (_____) Contact Telephone - _____

Sponsor #3:

Printed Name Signature

Utah Co. Parcel ID Number Residential Address Requested Zone(s)

Mailing Address (_____) Contact Telephone - _____

Sponsor #4:

Printed Name Signature

Utah Co. Parcel ID Number Residential Address Requested Zone(s)

Mailing Address (_____) Contact Telephone - _____

Sponsor #5:

Printed Name Signature

Utah Co. Parcel ID Number Residential Address Requested Zone(s)

Mailing Address (_____) Contact Telephone - _____

If more space is needed, please attach a separate sheet.

CITY OF SARATOGA SPRINGS
NOTICE OF INTENT TO FILE A PETITION FOR ANNEXATION

Utah Code 10-2-403(2)(a):

- (i) Before filing a petition under Subsection (1) with respect to the proposed annexation of an area located in a county of the first class, the person or persons intending to file a petition shall:
 - (A) file with the city recorder or town clerk of the proposed annexing municipality a notice of intent to file a petition; and
 - (B) send a copy of the notice of intent to each affected entity.
- (ii) Each notice of intent under Subsection (2)(a)(i) shall include an accurate map of the area that is proposed to be annexed.

Below is a notice of intent to file a Petition for Annexation for property to be annexed into the City of Saratoga Springs.

Said petition is submitted this _____ day of _____, _____,
(day) (month) (year)

with _____ as the primary sponsor,
(print name)

contactable at:

(mailing address: City, State, Zip)

(phone) _____ - _____ - _____

(e-mail) _____



**APPLICATION
for Mailing of Notice of Proposed Annexation**

Pursuant to Utah Code Ann. § 10-2-403, Utah County is required to mail out the notice to affected property owners of a proposed annexation upon receipt of a written request to do so from the petitioner and payment of the estimated actual costs of mailing the notice.

Please fill out this application, pay the application fee of twenty-five dollars (\$25), and return this application together with the application fee to the County Clerk / Auditor's Office. The County Clerk / Auditor and the Surveyor's Offices will generate an estimated actual cost of mailing the required notice. The estimated actual cost of mailing will consist of the following: \$100 minimum, plus \$50 for each additional hour of staff time required after the first two hours, plus \$2 per address to receive the notice. The \$25 application fee is non-refundable but will be credited toward the final cost.

Name of Applicant: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of Proposed Annexation: _____

City into which the Proposed Area Would Be Annexed: _____

Name of the Responsible Official at the Annexing City: _____

Mailing Address of the Responsible Official at the Annexing City: _____

Telephone Number of the Responsible Official at the Annexing City: _____

Email Address of the Responsible Official at the Annexing City: _____

If there is more than one person or sponsor requesting the annexation, attach additional pages listing the name, address, phone number, and email of each person involved.

Attach Accurate 8.5" x 11" Map of Proposed Annexation Area with boundary description!

Pay \$25 Application Fee!

Upon receipt of a completed application with map and application fee, the County will calculate the estimated actual cost of mailing notice to the affected property owners (those within the proposed annexation area and a 300-foot area around the proposed annexation area) and provide that cost calculation to the petitioner(s) by invoice from the Clerk / Auditor's Office. Upon receipt of full payment of the invoice setting forth the estimated actual cost of mailing, then the County will mail notice to the affected property owners within 20 days.