

ANNEXATION PETITION REQUIREMENTS

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



SARATOGA
SPRINGS
PLANNING

REVIEW FEES:

Base fee \$1250 + \$10/acre (rounded up)
(Includes up to 3 reviews – additional reviews \$1000)

GL: 103413100 DIST. CODE: 308

NOTICING FEES:

TWO NOTICES MAY BE REQUIRED. NOTICING FEES TO BE DETERMINED BY PLANNING DEPT.
Mailed notices: **\$1.50 per notice** (affected entities & property owners within 300') GL: 103413104 DIST. CODE: 316

CONSULTANT FEES:

If applicable, the applicant will be responsible for all consultant fees incurred.

Application Process

An Annexation Petition may be submitted in accordance with [Chapter 19.22 of the Land Development Code](#). Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

Disclaimer: Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

STEP 1 – PREPARE APPLICATION

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

STEP 2 – APPLY

- Create an account or log in to your Cityworks Public Portal account at: cityworks.saratogasprings-ut.gov/publicaccess
- To review the Public Access Portal Guide, see www.SaratogaSprings-UT.gov/portalguide.
- To submit your application
 - a. Click **Create Application**.
 - b. Choose the **Planning** category.
 - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
 - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional

Applicants can be added if desired.

e. Upload **and label** required and supporting documents.

- i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
- ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at www.saratogasprings-ut.gov/certification. All owners must sign. You can upload multiple copies.
- iii. Upload and label any other supporting documents.

f. **Tips for completing your application:**

- i. You can type in an address, a street or intersection, or choose the exact location on the map
- ii. Red indicates a required field
- iii. When adding people, click “more ...” for additional required fields
- iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

STEP 3 – COMPLETENESS REVIEW

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

STEP 4 – PAY FEES

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.

Physical checks accompanied by an invoice may be delivered to:

City of Saratoga Springs
Planning Department
319 South Saratoga Rd
Saratoga Springs, UT 84045

- After fees are paid, the application will enter formal review.
- You agree that all consultant fees will be accrued on a pass-through basis and you will be responsible for reimbursing the City within thirty days of receipt of invoice or notice.
- You understand that if you do not remain current on your fees owed to the City, all work will be suspended until the account is no longer delinquent.

STEP 5 – REVIEW

- The complete application will be routed for review the first business day after fees are paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

STEP 6 – PREPARE RESUBMITTAL (if needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

STEP 7 - APPROVAL

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

Questions on the application process? See the Cityworks Public Portal User Guide at www.saratogasprings-ut.gov/portalguide or contact us at 801.766.9793 x 155 or Planning@SaratogaSprings-UT.gov.

Questions about comments after staff review? Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

Planning Checklist Items

Applicant	City Use Only	<i>Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.</i>
		1. Project Name: _____
		2. This application with the applicant column initialed by the applicant, uploaded under the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant on the Acknowledgement & Certification page. Upload this document under the label: <i>Acknowledgement and Certification</i> .
		4. Petition and list of petitioning property owners (use the form below).
		5. Water resource disclosure statement.
		6. Anticipated timetable for development of the property to be annexed.

		7. Proposed development agreement for the territory proposed for annexation.
		8. Parcel map. Current copy of County Assessor's Parcel Map for subject property and surrounding properties.
		9. Drawings. Annexation Boundary Map 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.
		10. All items listed in Utah Code Title 10 Chapter 2 related to the feasibility study.
		11. Utah County may require an application for mailing notice.

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

Requested Zone(s)

Email Address

Mailing Address

Residential Address

Contact Telephone

Sponsor #1:

Printed Name

Signature

Utah Co. Parcel ID Number

Requested Zone(s)

Email Address

Mailing Address

Residential Address

Contact Telephone

Sponsor #2:

Printed Name

Signature

Utah Co. Parcel ID Number

Requested Zone(s)

Email Address

Mailing Address

Residential Address

Contact Telephone

Sponsor #3:

Printed Name

Signature

Utah Co. Parcel ID Number

Requested Zone(s)

Email Address

Mailing Address

Residential Address

Contact Telephone

Sponsor #4:

Printed Name

Signature

Utah Co. Parcel ID Number

Requested Zone(s)

Email Address

Mailing Address

Residential Address

Contact Telephone

Sponsor #5:

Printed Name

Signature

Utah Co. Parcel ID Number

Requested Zone(s)

Email Address

Mailing Address

Residential Address

Contact Telephone

Sponsor #6:

Printed Name

Signature

Utah Co. Parcel ID Number

Requested Zone(s)

Email Address

Mailing Address

Residential 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)