



PAYSON CITY – Development Services

439 W Utah Avenue, Payson UT 84651

Phone: 801-465-5204 www.paysonutah.org

ANNEXATION (white)

Development Review Committee Submittal Form

For Office Use Only		Review Fee (15-1) \$300+
Application # _____	CC Accept - Review Date _____	\$200 up to 10 acres _____
Application Date _____	PC Public Meeting Date _____	\$30 per acre up to 50 acres _____
Approval Date _____	CC Meeting Date _____	_____ acres x \$30 = _____
Denial Date _____		\$15 per acre over 50 acres _____
		_____ acres x \$15 = _____
		TOTAL _____
		NOTE: Plus additional costs for publications, annexation agreement, and Utah County.

Annexation Name: _____

Annexation Location: _____

Utah County Parcel No(s): _____

Total Acreage: _____

Does the annexation contain property in either of the following?

Defined as rural real property? No Yes - list parcel #'s _____

Within an agriculture protection area? No Yes - list parcel #'s _____

Name of Annexation Sponsor: _____

Mailing Address: _____

Telephone: _____ Email: _____

Name of Engineer or Licensed Land Surveyor: _____

Company Name: _____

Telephone: _____ Email: _____

SUBMITTAL CHECKLIST (applicant – please ensure all items are included in this submittal)

	Requested Zone _____ OR Specific Plan in accordance with Section 19.12.11.1
	Percentage of private real property within the annexation represented by the signatures of the owners. _____%
	Percentage of the value of private real property within the annexation represented by the signatures of the owners? _____%
	Signatures from the owners of real property located in the area proposed for annexation that covers a majority of the private land <u>and</u> is equal in value to at least one third (1/3) of the value of all private real property, as shown by the latest tax assessment rolls of Utah County, in the proposed annexation.

	Deliver or mail a copy of the annexation petition to the Utah County Clerk. Please provide verification according to county regulations.
	An ownership plat map from the Utah County Recorder's Office showing all property owners in Payson within five hundred (500) feet of the proposed annexation <u>and</u> ¼ mile of the annexation in the unincorporated area of Utah County.
	One 24" x 36" and one 11" x 17" of the accurate annexation plat map prepared by a licensed surveyor of the area proposed for annexation identifying each parcel and labeling each parcel with the owner's name, tax identification number, and acreage. NOTE: A mylar is required to be submitted following approval by the city council.
	Documentation of water rights associated with the property and/or conveyance of water rights.
	Documentation for conveyance of public rights-of-way, streets, and other dedications.
	CD or flash drive with plans and supporting documentation in PDF format.

SUBMITTAL CHECKLIST FOLLOWING ACCEPTANCE FOR FURTHER REVIEW

	Additional information required by staff.
	One stamped, addressed envelope for each owner in Payson within five hundred (500) feet of the proposed annexation <u>and</u> ¼ mile of the annexation in the unincorporated area of Utah County.
	Check payable to the Utah County Surveyor for \$125 for review of the annexation plat.
	Check payable to Payson City for publication fees – actual cost of publication.
	Cost for Annexation Agreement - \$300.
	Mylar of annexation plat map prior to the final public hearing of the city council.

I certify that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Payson City Municipal Code, 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. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, planning commission, city council, or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Property Owner Signature: _____ Date: _____

SUBMITTAL REQUIREMENTS

Submit to: Kim E. Holindrake, Deputy City Recorder, 439 W Utah Avenue, Payson, UT
 Submit by: 3:00 p.m. on **Monday**, (target date) _____ or see development calendar
 Submit fee: (per calculation) (Payable to Payson City)

NOTE:

1. Applications will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
2. Acceptance of this submittal to the Development Review Committee (DRC) for review is not an acknowledgement by the city of a complete application. This determination will be made by the DRC in accordance with UCA 10-9a-509.5.

ADDITIONAL INFORMATION (Links)

Payson City Code, Title 19, Zoning Ordinance - http://www.paysonutah.org/img/File/CityCode/Zoning_Adopted%201-6-16.pdf
 Payson City Code, Title 19 Appendix A - http://www.paysonutah.org/img/File/CityCode/Appendix%20A_Adopted%207-1-15.pdf

PETITION FOR ANNEXATION

(Annexation Name)

We, the undersigned owners of real property located in Utah County, Utah, adjacent to the city of Payson, Utah, do hereby petition the city of Payson for annexation of our real property into the City limits of Payson, Utah.

PARCEL NUMBER	PROPERTY OWNER(S)	SIGNATURE	PHONE NUMBER	MAILING ADDRESS	ACRES	ASSESSED VALUATION

This petition must include the signatures of the owners of a majority of the property included in the annexation, representing at least one-third of the assessed property valuation according to the last assessment rolls. The petition must also designate up to five signers of the petition as sponsors, one of whom shall be designated as the contact sponsor, and indicate the mailing address of each sponsor.



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ACKNOWLEDGEMENT OF COSTS AND FEES FOR ANNEXATION

Annexation Name: _____

Name of Annexation Sponsor: _____

Mailing Address: _____

Telephone: _____

Email: _____

I understand that with the filing of the annexation request, there are costs associated with the publication requirements for annexation, Annexation Agreement, and Utah County. I have been informed and understand that I am responsible for the costs of all required publications and fees for this annexation and that I will receive notice of required payment from Payson City. I understand that payment of all fees must be satisfied prior to the recording of the annexation.

Dated this _____ day of _____, 20__.

Sponsor Signature

State of Utah)
 §
County of Utah)

On this _____ day of _____, 20__, personally appeared before me, a Notary Public in and for the State of Utah, _____, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

Notary Public