

# Willard City Corporation

80 West 50 South  
Box 593



Willard, Utah 84340  
(435)734-9881

## ANNEXATION PETITION APPLICATION

### Annexation Information

Proposed Name of Annexation: \_\_\_\_\_

Application Date: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Total Acreage of Proposed Annexation: \_\_\_\_\_

Total Number of Parcels in Proposed Annexation: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_

Requested Zoning: \_\_\_\_\_

Percentage of the Private Real Property within the Proposed Annexation is Represented by the Signatures of the Owners: \_\_\_\_\_

Percentage of the Value of Private Real Property within the Annexation Plat is Represented by the Signatures of the Owners: \_\_\_\_\_

### Sponsor Information

Sponsor Name / Authorized Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

### Engineer or Surveyor Information

Name of Surveyor or Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### \*\*\*NOTE\*\*\*

Per Utah State Code Section 10-2-403(7), it is the responsibility of the **SPONSOR** of a Petition for Annexation to deliver to the County Clerk a complete copy of the same petition to annex property on the same calendar day the petition is file with the City.

## Annexation Petition Requirements

- Completed Annexation Petition Application
- File Petition with City Recorder
- A Statement of Proposed Intent for the properties contained within the area petitioned for annexation.
- A copy of notices sent to affected entities:
  - Box Elder County
  - Bear River Health Department
  - Bear River Water Conservancy District
  - Box Elder County Mosquito Abatement District
  - Box Elder School District
- Plat: One (1) 24 x 36 and one (1) 11 x 17 plat map of the area proposed to be annexed prepared by a licensed surveyor. This map must identify each parcel, labeled with the owners' name, the tax identification number, acreage, and the proposed zoning of the annexation area.
- A Mylar copy of the plat of the area to be annexed must be submitted prior to the final public hearing before the City Council and shall be prepared in ink by an Engineer or Land Surveyor licensed in the State of Utah. The Mylar plat shall be of such size and material as is acceptable for filing with the Box Elder County Recorder.
  - a. The title block of the Mylar must contain the following verbiage above the City Council's signature block: This is to certify that we the undersigned of the Willard City Council have adopted a resolution of its intent to Annex the tract of land shown herein and have subsequently adopted an ordinance annexing said tract into Willard City, Utah and that a copy of the ordinance has been prepared for filing herewith all in accordance with Utah Code Section 10-2-418 as revised and that we have examined and do hereby approve and accept the annexation of the tract as shown as part of Willard City and that said tract of land is to be known hereafter as the \_\_\_\_\_ annexation.
- An accurate Legal Description for the Complete Boundary of the proposed Annexation prepared by a licensed Surveyor.
- Application and processing fees, as specified in the current Willard City fee schedule.
- Affidavits of each Property Owner included in the annexation who is requesting that the City annex their property by resolution by a notary public for each.
- Completed Record of Petitioned Properties. In order to constitute a complete and viable Petition, the Record of Petitioned Properties must contain the signatures of property owners that make up at least:
  - 50% of the land area included in the Petition for Annexation
  - 33% of the property value, according to the County Assessor's Office valuations, of all properties included in the Petition for Annexation.
- Stamped and preaddressed envelopes for each owner of record of each parcel located entirely or partly within 300 feet from any boundary of the property in unincorporated Box Elder County or adjacent municipalities, together with a mailing list for those owners. The names and addresses shall be as shown on the most recently available Box Elder County tax assessment rolls.
- Supporting materials, as applicable and requested

*I certify that this application and all information submitted as part of this application is true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be inaccurate, I understand that Willard City may deny or rescind any approval, or take any other legal action at equity or law. I also acknowledge that I have reviewed the application sections of the Utah State Code and the items contained in this application are the basic and minimum requirements only and that other requirements may be imposed.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AFFIDAVIT**

**PROPERTY OWNER**

State of Utah                                 }  
  }ss  
County of \_\_\_\_\_                         }

I/we, \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects and true and correct to the best of my/our knowledge. I/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying, and Willard City staff has indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_ County, Utah  
My Commission Expires: \_\_\_\_\_

**AGENT AUTHORIZAITON**

I/we, \_\_\_\_\_, being the owner(s) of the real property described in the attached application, do authorize as my/our agents(s), \_\_\_\_\_, to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the agent authorization who dully acknowledged to me that they executed the same.

Notary Public

Residing in \_\_\_\_\_ County, Utah  
My Commission Expires: \_\_\_\_\_

