



ANNEXATION CHECKLIST

___ Applicant has County Surveyor Review
(Applicant pays County fee)

Date application received: _____

___ \$800 Fee Paid

___ City Council agenda (not more than 14 days)

Date signed off by: _____

___ City Water/Solid Waste/Storm Water Dept.

___ City Building Official

___ City Engineer

___ City Planner

___ County Surveyor

___ Date certified by the City Recorder

___ Dates noticed for consideration of petition is to be published (3 consecutive weeks beginning no later than 10 days after Council receives Notice of Certification)

Days published _____, _____, _____

___ Notices mailed to affected entities (within 20 days after Council receives notice)
Mosquito abatement, Rocky Mountain Power, Questar, Harrisville, Pleasant View, Ogden, Pineview, BonaVista, North View Fire District.

___ Protest period

___ Set public hearing to consider ordinance (at least 7 days before hearing publish notice in the newspaper)

___ Public hearing

___ Date City Council adopts ordinance

___ Fee for Noticing and Engineering Paid \$ _____ Fee

___ File ordinance, petition and approved Final Local Entity plat (paper copy 8 1/2 X 11 with County Surveyor and Surveyor who prepared the map signatures and cover letter from the Mayor to the Lt. Governor's Office (within 30 days of adopting ordinance) [Utah Lt. Governor's Office – Utah State Capitol Complex – PO Box 142325 – Salt Lake City, UT 84114-2325] for questions (801-538-1041) email all to annexations@utah.gov and in the subject line put the name of the annexation

___ Received certification from the State of Utah

___ File ordinance, petition, mylar of local entity plat and certificate of annexation with the County Recorder's Office

COMPLETED APPLICATION MUST INCLUDE:

___ 1 – 11 X 17 PAPER & 1 MYLAR PLAT MAP
___ 1 – ELECTRONIC COPY OF PLAT MAP
___ LEGAL DESCRIPTION OF PROPERTY
___ REQUIRED SIGNATURES AND DATES

___ APPROVAL FROM COUNTY SURVEYOR
___ \$800 FEE
___ DESIGNATED CONTACT PERSON INFO
___ ALTA TITLE REPORT

REQUESTED ZONE: _____

DOCUMENTS RECEIVED: _____

**Please note that an annexation takes approximately 3-4 months after all documentation is received.