



ANNEXATION INFORMATION FOR THE PETITIONER

PLEASE NOTE THAT A COMPLETED PETITION MUST INCLUDE THE FOLLOWING:

- _____ **Receipt from Weber County Surveyor.** You will start with the Weber County Surveyor reviewing your annexation plat map and return to North Ogden a Copy of your receipt from Weber County Surveyor and a letter stating that they accept your annexation plat map as is or that they made changes and a copy of your red lined original annexation plat map and a new annexation plat map with the changes. **Petitioner pays fee**
- _____ **2 Copies of the Annexation Plat Map.** 1 – 11 X 17 paper & 1 – Mylar
- _____ **1 Electronic Copy of Annexation Plat Map** (email to aspend@nogden.org)
- _____ **Completed Application.** With required signatures of **all legal owners and dates**
- _____ **Deposit of \$200**
- _____ **Alta Title Report** (shows legal owners & legal description of the property to be annexed) **Must match description on plat map**
- _____ **Requested Zone** for the property to be annexed

Once the completed application is submitted the approval process begins:

1. The application will be placed on the City Council agenda for their acceptance of the application to start the process within 14 days of submittal of a **COMPLETED** application.
2. Affected departments will be notified of the petition and asked to respond within 2 weeks.
3. The Mayor and City Council will be informed when the petition is certified – within 30 days of acceptance of application by the Mayor and City Council.
4. Notice will be published in the Standard-Examiner on 3 consecutive Sundays. The Petitioner is responsible for the actual cost of this publication. (See signed acknowledgement)
5. Notice is sent to the affected utilities and municipalities – within 20 days of certification.
6. There is a 30 day protest period during which affected entities can protest the annexation. The 30 days begin the first date the notice is published in the newspaper.
7. Notice of the public hearing will be published in the newspaper. Notice must run at least 7 days prior to the date of the hearing and be run on two Sundays prior to the hearing. The public hearing can happen during the protest period.
8. City Council will consider adopting the ordinance to annex. This is usually done at the end of the protest period and after the public hearing.
9. The Recorder's Office will contact the Petitioner with the total amount owed for publication and engineering fees. This must be paid in order for the City to record the annexation. Petitioner must submit a signed copy of the annexation plat both paper and Mylar which must include signatures of the Weber County Surveyor, all property owner's and signature lines for North Ogden City Attorney, Mayor and City Recorder's attest line. The paper copy is then sent to the State within 30 days of adopting the annex ordinance.
10. When the Recorder's Office receives the Certificate of Annexation from the State the Signed Mylar annex plat and ordinance adopting the annexation will be recorded with Weber County.

Contact the North Ogden City Recorder's Office with questions regarding annexations – 801-782-7211



PETITION FOR ANNEXATION

505 E. 2600 North, North Ogden, Utah 84414
 Phone: 801-782-7211 | FAX: 801-737-2219

Petition No. _____
Filed in the Office of the City Recorder

Desired Zoning Classification: _____

Fee: _____ Check #: _____

Property Address (approx.): _____

Reason for annex request: _____

TO THE NORTH OGDEN CITY COUNCIL:

The undersigned real property owners respectfully petition for the described lands and territory in Weber County, Utah, attached hereto as Exhibit A, be immediately annexed to North Ogden City.

In support of this petition, the petitioners respectfully declare and represent that they are a majority of the owners of the private real property located within the above-described territory and are the owners of not less than one-third (1/3) in value of all said territory as shown by the last assessment rolls of Weber County, State of Utah, and that the said territory lies contiguous to the Corporate limits of North Ogden City, a Municipal Corporation of Utah.

SIGNATURE	PRINTED NAME	ADDRESS

I acknowledge that I will be charged for any fees incurred for the annexation review by the City including; City Engineer; publication in the local newspaper, and City staff time.

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Contact Person (Sponsor): _____ Phone: _____

E-mail Address: _____

(A copy of this petition is to be submitted by the petitioner to the Weber County Surveyor the same day it is filed with North Ogden City.)

EXHIBIT A

Legal Description of property to be annexed
and
Reduced size plat of property boundaries

**LANDOWNER ANNEXATION PETITION
NORTH VIEW FIRE DISTRICT**

We, the undersigned, represent that we own real property located within the boundaries of the area in Weber County, Utah which is described and depicted on Exhibit "A" attached hereto (the "proposed annexation area") and that the proposed annexation area is located, in its entirety, either in unincorporated Weber County or in _____ (insert name of municipality). Each person signing this petition requests annexation of the proposed annexation area into the North View Fire District pursuant to Utah Code Ann. § 17B-1-401, et seq.

As required by Utah Code Ann. § 17B-1-404(1)(d), the following signers of this Petition are hereby designated as sponsors (no more than three sponsors may be named), with the first designated sponsor to serve as the contact sponsor.

Contact Sponsor:

Name: _____
Mailing Address: _____
Telephone No.: _____

Additional Sponsors:

Name: _____
Mailing Address: _____
Telephone No.: _____

Name: _____
Mailing Address: _____
Telephone No.: _____

<p>1. _____ Owner's Name [please print or type]</p> <p>_____ Address of owner's real property which is included in the proposed annexation area (include Tax ID No. if known)</p>	<p>_____ Signature of owner - [all owners must sign] [if the owner is an entity, state the title of the signing authorized representative]</p> <p>_____ Signer's Current Residence Address</p>
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<p>2. _____ Owner's Name [please print or type]</p> <p>_____ Address of owner's real property which is included in the proposed annexation area (include Tax ID No. If known)</p>	<p>_____ Signature of owner - [all owners must sign] [if the owner is an entity, state the title of the signing authorized representative]</p> <p>_____ Signer's Current Residence Address</p>
<p>3. _____ Owner's Name [please print or type]</p> <p>_____ Address of owner's real property which is included in the proposed annexation area (include Tax ID No. If known)</p>	<p>_____ Signature of owner - [all owners must sign] [if the owner is an entity, state the title of the signing authorized representative]</p> <p>_____ Signer's Current Residence Address</p>
<p>4. _____ Owner's Name [please print or type]</p> <p>_____ Address of owner's real property which is included in the proposed annexation area (include Tax ID No. If known)</p>	<p>_____ Signature of owner - [all owners must sign] [if the owner is an entity, state the title of the signing authorized representative]</p> <p>_____ Signer's Current Residence Address</p>
<p>5. _____ Owner's Name [please print or type]</p> <p>_____ Address of owner's real property which is included in the proposed annexation area (include Tax ID No. If known)</p>	<p>_____ Signature of owner - [all owners must sign] [if the owner is an entity, state the title of the signing authorized representative]</p> <p>_____ Signer's Current Residence Address</p>
<p>6. _____ Owner's Name [please print or type]</p> <p>_____ Address of owner's real property which is included in the proposed annexation area (include Tax ID No. If known)</p>	<p>_____ Signature of owner - [all owners must sign] [if the owner is an entity, state the title of the signing authorized representative]</p> <p>_____ Signer's Current Residence Address</p>

**EXHIBIT "A" TO LANDOWNER ANNEXATION PETITION
IDENTIFICATION OF PROPOSED ANNEXATION AREA**

The proposed annexation area is located in Weber County, Utah and is generally bounded by _____ Street on the north, _____ street on the south, _____ Street on the east and _____ Street on the west (or where the prospective named streets would be located if extended), which area is depicted in the attachment to this Exhibit "A" and is more particularly described as follows:

[Insert legal description of the proposed annexation area - including parcel Tax ID numbers whenever possible and attach a map of the boundaries of the area proposed to be annexed]

