



## 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](mailto: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*