

# City of Hailey - Annexation Application

Submittal Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Legal Description of Subject Property: \_\_\_\_\_

Address or Location of Subject Property: \_\_\_\_\_

Existing Zoning and Existing Use: \_\_\_\_\_

Proposed Zoning and Proposed Use: \_\_\_\_\_

Total Land Area of Property (in square feet and acres): \_\_\_\_\_

Name of Owner of the Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### Property Owner Consent:

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of individual to contact on behalf of Trust or LLC (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Application Contact (if different than above): \_\_\_\_\_

*\*\*Application Contact will be the Planning Department's primary point of contact for questions related to the application.*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Annexation Application Fees:** *Cost of additional noticing, recording fees, and other direct costs will also be assessed.*  
**Pre-application meetings** - will be billed to the applicant at \$50/hr. per department head for meetings and/or phone calls exceeding one hour cumulative.

**FOR CITY  
USE ONLY**

**Application** (\$1,250.00 + \$15/developable acre)..... Additional fees \$ \_\_\_\_\_  
for services rendered (including, but not limited to fees for City Attorney, City Engineer, and Staff) to be negotiated before application is certified as complete.

**Publication** cost (\$40.00 x 3) ..... \$ 120.00

**Laminations for Posting Property** (\$18 x 3)..... \$ 54.00

**Mailing** (# of addresses \_\_\_\_\_) + [33 agencies] x 3 x (. \_\_\_\_\_ postage & .15 for paper, envelope & label) \$ \_\_\_\_\_

**Retainer** cost (\$250, \$500 or \$1000 depending on complexity of project)..... \$ \_\_\_\_\_

**Total Due**..... \$ \_\_\_\_\_

See attached checklist for items that must be submitted with this application in order for application to be considered complete. See attached Ordinance #889 for information on application process.

## ANNEXATION CHECKLIST

City Use Only -

Project Name: \_\_\_\_\_

Certified Compete by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The following items must be submitted with the application for the application to be considered complete (✓)

- \_\_\_\_\_ One (1) large set of plans to scale including:
  - \_\_\_\_\_ Vicinity map showing the general area of the annexation
  - \_\_\_\_\_ Parcel map showing accurate boundaries of the parcel proposed for annexation.
  - \_\_\_\_\_ Schematic design of the entire project showing proposed uses density, streets, alleys, easements, and proposed size and location of open spaces and parks.
- \_\_\_\_\_ Six (6) 11" x 17" copies of any larger plans/maps.
- \_\_\_\_\_ PDF files of all required documents and 11" x 17" plans/maps.
- \_\_\_\_\_ Description of proposed project, including the approximate:
  - \_\_\_\_\_ Number and size of proposed lots
  - \_\_\_\_\_ Length and location of proposed water and sewer mains
  - \_\_\_\_\_ Length and location of proposed streets and alleys
  - \_\_\_\_\_ Length and location of proposed sidewalks
- \_\_\_\_\_ Written description of how proposed annexation:
  - \_\_\_\_\_ will protect Hailey's established or proposed wellhead protection zones.
  - \_\_\_\_\_ will impact existing municipal infrastructure and services.
  - \_\_\_\_\_ complies with specific goals and policies of the Hailey Comprehensive Plan.
  - \_\_\_\_\_ is compatible with adjacent neighborhoods.
  - \_\_\_\_\_ incorporates and/or mitigates natural resources and natural hazards.
  - \_\_\_\_\_ incorporates contributions and/or dedications to the public.
  - \_\_\_\_\_ will maintain streets, alleys, parks and utilities (both public & privately owned utilities) and how maintenance will be funded.
- \_\_\_\_\_ Description of what contributions and/or dedications the applicant is willing to make as part of the proposed annexation.
- \_\_\_\_\_ Fiscal impact analysis (may be submitted when reviewed by City Council).
- \_\_\_\_\_ Phasing plan showing proposed dates of construction and completion of phased construction for infrastructure, streets, alleys, utilities and all other development.
- \_\_\_\_\_ The following studies must be supplied:
  - \_\_\_\_\_ Traffic study
  - \_\_\_\_\_ Wildlife study
  - \_\_\_\_\_ Level I environmental study
  - \_\_\_\_\_ Contour map depicting 15% and 25% slope lines.
  - \_\_\_\_\_ Floodplain study (if applicable)
  - \_\_\_\_\_ Avalanche study (if applicable)
  - \_\_\_\_\_ Wetland study (if applicable)
- \_\_\_\_\_ Proof of ownership interest.
- \_\_\_\_\_ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Submit paper copy and electronically on Excel spreadsheet. Names and addresses can be obtained using the Blaine County map server <http://maps.co.blaine.id.us/> or from the Blaine County Assessor's office. Assistance can be provided by the Hailey Planning staff upon request.
- \_\_\_\_\_ Names and addresses of easement holders within the subject property. Spreadsheet referenced above has an area for inclusion of this information.
- \_\_\_\_\_ Fees schedule agreement – discussed at submittal meeting

