



ANNEXATION CHECKLIST

Annexation Name: _____

Petitioner(s) Name: _____

Date Notice of Intent and Accurate Map Received: _____

- The petitioner files a Notice of Intent and an accurate map of the area proposed to be annexed with the City Recorder and sends a copy of the notice of intent including an accurate map to each affected entity. (U.C.A. §10-2-403)
- Petitioner files with Utah County to have a notice mailed to each owner of real property. (U.C.A. §10-2-403(2)(b)(i)(B)). Once Utah County provides certification of mailing, the petitioner files an Annexation Petition with the City.

Annexation Petition is provided to Sponsors from the City. The sponsor must provide an accurate and recordable map that is approved by the county surveyor.

Date Petition was received: _____ **(Fees Due) \$** _____ **paid**

- The petition is placed on the City Council agenda, to be either accepted or rejected. (U.C.A. §10-2-405(1)(a)(ii)(B)) A petition shall be considered to have been accepted for further consideration if a municipal legislative body fails to act to deny or accept the petition at the next regularly scheduled meeting of the municipal legislative body that is at least 14 days after the date the petition was filed

Date City Council Accepted or Denied Petition: _____

If a municipal legislative body denies a petition it shall, within five days after the denial, mail written notice of the denial to the contact sponsor, the clerk of the county in which the area proposed for annexation is located. (U.C.A. §10-2-405(1)(b))

The City Recorder determines if the petition meets the statutory requirements. (U.C.A. §10-2-403(3))

Certification Date: _____ must be completed within 30 days from City Council acceptance. (U.C.A. §10-2-405(2))

- A copy of the Certification needs to be given to:
 - City Council
 - Petitioner(s)
 - County Legislative Body

Written Notice: Within 10 days of the certification date mail a written notice to each residence within the annexation (U.C.A. §10-2-406(1)(a) and within 20 days of the certification date mail a written notice to each affected entity. (10-2-406(1)(b))

- See Affected Entity list
- Other _____

Publish Notice: The municipal legislative body shall provide notice as a class B notice. (U.C.A. §10-2-406(1)(a)(i))

- Publication Dates: _____ / _____ / _____

Protest: Protests can be filed by the legislative body/governing board of the affected entity or owner or rural real property, no later than 30 days after the notice of certification. (U.C.A. §10-2-407(2)(a)(i))

- **Protest Deadline:** _____
- **Boundary Commission** If no timely protest is filed or after the Boundary Commission issues its decision to allow the annexation to proceed, then before granting an annexation petition, the City/Town Council shall publish notice of and hold a public hearing.

Planning Commission Meeting Date: _____

City Council Date: _____ **Publication Date*:** _____

* A notice must be published ten (10) days in advance of a public hearing for City Council only

File with the Lt. Governor a Notice of Impending boundary change and an approved final local entity plat. Upon approval from Lt. Governor issues a Certification of Annexation. Send the following to the County Recorder.

- Original notice of impending boundary action
- The original Certificate of Annexation
- The original final local entity plat
- A certified copy of the ordinance approving the annexation

Concurrently send notice of annexation to each affected entity.

Annexation Approved: _____

Ordinance # _____

Publication Date of Ordinance: _____

Mylar received: _____

Mylar taken to the Utah County Surveyor: _____

Mylar sent to the Lt. Governor: _____

Annexation Recorded at the County: _____

Fees (as applicable)	Fee Amount	Resolution
Planning Commission Review Fee	\$1031.00	#2023-26