

Case Number: _____

Hearing Date: _____

APPLICATION FOR ANNEXATION

By submitting this application to the City of Lewiston, you are entering a quasi-judicial process. As such, you must not discuss the application with any member of the Lewiston Planning and Zoning Commission or the Lewiston City Council outside of the public hearing at which this matter will be heard.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____

Daytime Telephone Number: _____

Applicant E-mail Address: _____

OWNERSHIP INFORMATION

Property Owner: _____

Mailing Address: _____

Daytime Telephone Number: _____

DESCRIPTION OF PROPERTY

Tax Parcel Number: _____

Subdivision Name: _____

Block: _____ Lot: _____

OR attach a metes and bounds description if not a part of a subdivision.

The application must be accompanied with an exhibit that contains the following elements:

- 1) A correct legal description of the property to be annexed.
- 2) A vicinity map showing the property in relation to the existing city boundary and to existing streets.
- 3) A detailed map showing the parcel(s) requested for annexation, including acreage and dimensions.

- 4) The adjacent street(s) and any existing streets within the property shall be shown on the detailed map.
- 5) The current comprehensive plan designation of the property and adjacent properties.
- 6) The current zoning of the property and adjacent properties.
- 7) The proposed comprehensive plan designation of the property.
- 8) The proposed zoning of the property.
- 9) A development master plan for the property, if applicable.

NATURE OF YOUR REQUEST

The current Comprehensive Plan Designation of this property is:

The **proposed** Comprehensive Plan Designation of this property is:

The current zoning of this property is:

The **proposed** zoning of this property is:

Annexation is requested to (Describe the reason/purpose):

APPLICANT’S CHECKLIST

In order to properly process your request for Annexation, please be sure your completed application includes the following material:

YES NO

- Completed and signed application.
- Filing Fee– (Effective October 1, 2014) - \$411 for the first acre and \$16 for each additional acre or portion of acre (Payable to **CITY OF LEWISTON**). This fee will also pay for comprehensive plan land use designation and zoning associated with and necessary for annexation.
- A correct legal description of the property to be annexed.
- A vicinity map showing the property in relation to the existing city boundary and to existing streets.
- A detailed map showing the parcel(s) requested for annexation, including acreage and dimensions.
- Current comprehensive plan designation of the property and adjacent properties.
- Current zoning of the property and adjacent properties.
- Proposed comprehensive plan designation of the property.
- Proposed zoning of the property.
- A development master plan for the property, if applicable.
- Three (3) 11” x 17” scannable copies of the application, maps, legal description and any other supplemental information.

APPLICANT’S CERTIFICATION

The applicant(s) hereby certifies that the information contained in this application is true and correct to the best of my/our knowledge.

Signature of Applicant: _____

This _____ day of _____, 20_____

The Property Owner hereby authorizes this application:

Signature of Owner: _____

This _____ day of _____, 20_____

REMEMBER, INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED.**Annexation Authority: State of Idaho Code and Lewiston Annexation Policy**

Idaho Code, Section 50-222 et seq. gives cities the authority to “annex lands which are reasonably necessary to assure the orderly development of Idaho’s cities.” It also states: “Annexation of lands into a city shall follow the procedures applicable to the category of lands as established by this section.”

A private landowner may petition for annexation under Idaho Code Section 50-222(3a) entitled “Category A: Annexations wherein:

- (i) All private landowners have consented to annexation. Annexation where all landowners have consented may extend beyond the city area of impact provided that the land is contiguous to the city and that the comprehensive plan includes the area of annexation;
- (ii) Any residential enclaved lands of less than one hundred (100) privately-owned parcels, irrespective of surface area, which are surrounded on all sides by land within a city or which are bounded on all sides by lands within a city and by the boundary of the city’s area of impact; or
- (iii) The lands are those for which owner approval must be given pursuant to subsection (5)(b)(v) of this section.”

Idaho Code Section 50-222(5a): “Procedures for category A annexations: Lands lying contiguous or adjacent to any city in the state of Idaho may be annexed by the city if the proposed annexation meets the requirements of category A. Upon determining that a proposed annexation meets such requirements, a city may initiate the planning and zoning procedures set forth in chapter 65, title 67, Idaho Code, to establish the comprehensive planning policies, where necessary, and zoning classification of the lands to be annexed.”

ANNEXATION APPLICATION PROCESS**INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED**

1. Pre-application meeting to determine feasibility and desirability of annexation, as well as related comprehensive plan, zoning, public infrastructure, emergency service, and property development issues.
2. The applicant submits a completed application, on the form provided, to the Community Development Department requesting the annexation to the City of Lewiston. ***All material included in the application must be provided at this time.*** The representative of the Department reviews the application for completeness prior to further processing.
3. The Community Development Department sets the public hearing date for the application according to the public hearing schedule. The Planning and Zoning Commission holds public hearings on the second Wednesday of each month. Completed applications must be submitted at least twenty (20) working days prior to the public hearing date. You will be notified of the hearing date when you submit your application.

4. The Community Development Department notifies by mail all residents within 300 feet of the property for which you are requesting annexation. This notifies them of the nature of your application and the date of the public hearing and solicits comments from them.
5. The Community Development Department solicits comments from public agencies and City Departments so a recommendation can be made.
6. The Community Development Department reviews the request for compliance with Idaho Code. The Department prepares a recommendation for the Planning and Zoning Commission. The applicant will receive a copy of this report and recommendation in advance of the meeting.
7. A public hearing date is set before the Planning and Zoning Commission and a public hearing notice is published in the newspaper. Neighboring property owners are sent notice of the public hearing, and the property is posted with a public hearing notice.
8. The Planning and Zoning Commission holds a public hearing on the request. The applicant is invited to speak as well as others who wish to provide testimony whether in support of or in opposition to the request. **IT IS VERY STRONGLY RECOMMENDED THAT THE APPLICANT BE IN ATTENDANCE AT THIS MEETING.**
9. The Planning and Zoning Commission will make a recommendation to the City Council.
10. The City Council holds a public hearing on the request subject to the same notice requirements as done at the Planning and Zoning Commission level.
11. If the City Council approves the annexation request, the City Attorney prepares an ordinance for annexation, a resolution for comprehensive plan land use designation, and an ordinance for zoning for the Council.
12. At subsequent public meetings, the City Council holds the first, second, and third readings of the ordinances and approves the resolution. Following the third reading and adoption of the ordinances, the ordinances are published in the newspaper, after which the decisions become final.