

Huntsville Town

Annexation Petition

Applicant Name: _____

Applicant Mailing Address: _____

Email: _____ Phone: _____

Brief Description of Proposed Annexation: _____

Parcel Owner's Permission for Annexation Petition

The undersigned authorize this petition for Annexation into Huntsville Town:

Parcel Number(s): _____

Parcel(s) Owner Name: _____

Parcel(s) Owner Mailing Address: _____

Email: _____ Phone: _____

Parcel Owner Signature: _____ Date: _____

Title (Authorized Agent): _____

The undersigned authorize this petition for Annexation into Huntsville Town:

Parcel Number(s): _____

Parcel(s) Owner Name: _____

Parcel(s) Owner Mailing Address: _____

Email: _____ Phone: _____

Parcel Owner Signature: _____ Date: _____

Title (Authorized Agent): _____

(For Additional Parcel Owners Use Attached Sheet)

For Town Use:

Date of Petition: _____ Fees Paid: _____

Beckki Endicott, Town Clerk

Huntsville Town Planning Commission

- | | |
|--|---|
| <input type="checkbox"/> Recommended for Approval | <input type="checkbox"/> Recommended for Conditional Approval |
| <input type="checkbox"/> Recommended for Rejection | <input type="checkbox"/> Deferred |

Chair Signature: _____ Date: _____

Notes/Conditions: _____

Huntsville Town Council – Vote to draw up Memorandum of Understanding

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Conditional Approval |
| <input type="checkbox"/> Rejected | <input type="checkbox"/> Deferred |

Mayor Signature: _____ Date: _____

Notes/Conditions: _____

ATTEST:

Beckki Endicott, Town Recorder

Date: _____

Huntsville Town Council – Vote on Memorandum of Understanding

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Conditional Approval |
| <input type="checkbox"/> Rejected | <input type="checkbox"/> Deferred |

Mayor Signature: _____ Date: _____

Notes/Conditions: _____

Date of the public hearing set by the Huntsville Town Council: _____

ATTEST:

Beckki Endicott, Town Recorder

Date: _____

Huntsville Town Council – Vote to instruct Town Attorney to prepare an Annexation Agreement following Public Hearing

- Approved
- Vote to table the Annexation Petition

Mayor Signature: _____ Date: _____

Notes/Conditions: _____

ATTEST:

_____ Date: _____

Beckki Endicott, Town Recorder

Annexation Requirements (Huntsville Code 15.27.1):

- The proposed parcel must fall within the areas designated for future annexation in Huntsville Town General Plan.
- The area of land is compatible with the character of Huntsville Town.
- Areas considered for annexation must be contiguous to the Corporate Limits of Huntsville Town at the time of submission of an annexation request.
- Areas considered for annexation shall not be located within the corporate limits of another incorporated town or be part of a previously filed annexation petition that has not been either denied, accepted, or approved.
- When feasible, Huntsville Town will consider as appropriate petitions for annexation along boundaries of water improvements, special service districts, or other taxing entities.
- Annexation will eliminate existing, and not create, islands and peninsulas of unincorporated territory. When the determination of a peninsula is in question, the Weber County Surveyor will make the determination.
- Prevent overlapping functions of government.
- Promote efficient delivery of services.
- Encourage the equitable distribution of community resources and obligations.
- Give consideration to the tax consequences to property owners within the area to be annexed, as well as the property owners within Huntsville Town, in order to prevent double taxation and to ascertain that the annexation will not be a tax liability to the taxpayers within Huntsville Town. Further, giving consideration that the cost of additional infrastructure services shall not burden current residents of Huntsville Town.
- Huntsville Town does not favor the annexation of areas for which it does not have the capability nor the intention to provide municipal services.
- It is the policy of Huntsville Town to annex territory only if no enclave will be created thereby.
- To annex territory if Huntsville Town determines it is feasible to serve the area with utilities and other municipal services within a reasonable amount of time.

Submission Requirements & Process:

- Completed & Signed Application Form accompanied by legal descriptions and plat prepared describing the parcel proposed for annexation.
- Payment of Application Fee to Huntsville Town
- Legal descriptions of each parcel involved in the proposed annexation.
- Copies of deeds reflecting the proposed property boundaries (not yet recorded)
- One 11x17 (or larger) drawing to scale of the existing plat showing all structures, fence lines, easements, driveways, and streets. Plats must include a measurement scale.

- Annexation Petitions (including all required documents) must be reviewed by the Huntsville Planning Commission and approved by the Huntsville Town Council.
- Once Planning Commission recommendations are considered by the Huntsville Town Council, the Huntsville Town Council shall determine what questions and problems are presented by each petition for annexation and shall invite the petitioners to consult concerning the equitable solution thereof. The zoning of areas considered for annexation shall be governed and controlled at all times by the Land Use Title. At this point, the Huntsville Town Council shall take the opportunity to make a motion to continue the process or to deny continuation of the process.
- If the Huntsville Town Council votes to continue the process of reviewing the Annexation Petition, the Council and the Petitioners shall endeavor, in good faith, to enter into a written Memorandum of Understanding identifying the issues, questions and problems presented by the annexation and the proposed solutions to those issues. The memorandum of Understanding shall cover all points necessary to be considered in order to secure compliance with the annexation policy as set forth. The MOU shall not be considered a binding contract between the Parties but shall be deemed an attempt by the Parties to identify the issues that need to be resolved prior to annexation and to provide a framework for the Parties to move forward in their attempt to resolve the issues identified during the annexation process.

Notice Checklist:

- The Huntsville Town Clerk shall, within thirty (30) days, certify that the Annexation Petition/Plat meets requirements and send the required Notices of Certification, including a written notice to the Huntsville Town Council. If denied, the Huntsville Town Clerk shall send the required notices
- The Huntsville Town Council, within ten (10) days after receipt of the Recorder's Notice of Certification, shall publish a Notice of the Proposed Annexation at least once a week for three (3) consecutive weeks. Within twenty (20) days after the receipt of the recorder's notice of certification, the Huntsville Town Council must mail written Notice of the Proposed Annexation to each affected County within thirty (30) days after the date of the Huntsville Town Council's receipt of the certification notice. If a Written Protest is filed, it will be handled by the Weber County Boundary Commission. Upon receipt of the Weber County Boundary Commission's decision, the Huntsville Town Council may deny or approve the proposed annexation subject to the Boundary Commission's decision.
- If no written protest is filed during the designated protest period, the Huntsville Town Council may set a public hearing, after a minimum seven (7) day notice, and consider an Ordinance to Grant the Proposed Annexation. After public comments are received, the Council may elect to table the Annexation Petition for further study or may vote to instruct the Town Attorney to prepare an Annexation Agreement between the Parties.
- An Annexation Agreement is prepared. The Annexation Agreement will specifically state that the Rights and Obligations of the Parties is contingent upon the Town Council passing an Ordinance to Grant the Proposed Annexation.
- After the Parties have completed an Annexation Agreement mutually agreeable to the Town and the Applicants, the Huntsville Town Council, at the Huntsville Town Council's next regularly scheduled meeting, shall consider an Ordinance to Grant the Proposed Annexation. A majority of four (4) of the five (5) members of the Huntsville Town Council will be required to pass an ordinance granting the proposed Annexation. If the Council approves the ordinance granting the Annexation, a copy of the duly certified Annexation Plat shall at once be filed in the office of the Weber County Recorder together with a certified copy of the Ordinance to Grant the Proposed Annexation. Copies of the Ordinance to Grant the Proposed Annexation shall likewise be filed with Huntsville Town Clerk and Weber County Recorder.

ADDITIONAL PARCEL OWNERS

Parcel Owner's Permission for Petition to Annex into Huntsville Town

The undersigned authorize this petition for annexation into Huntsville Town:

Parcel Number(s): _____

Parcel(s) Owner Name: _____

Parcel(s) Owner Mailing Address: _____

Email: _____ Phone: _____

Parcel Owner Signature: _____ Date: _____

Title (Authorized Agent): _____

The undersigned authorize this petition for annexation into Huntsville Town:

Parcel Number(s): _____

Parcel(s) Owner Name: _____

Parcel(s) Owner Mailing Address: _____

Email: _____ Phone: _____

Parcel Owner Signature: _____ Date: _____

Title (Authorized Agent): _____

The undersigned authorize this petition for annexation into Huntsville Town:

Parcel Number(s): _____

Parcel(s) Owner Name: _____

Parcel(s) Owner Mailing Address: _____

Email: _____ Phone: _____

Parcel Owner Signature: _____ Date: _____

Title (Authorized Agent): _____

The undersigned authorize this petition for annexation into Huntsville Town:

Parcel Number(s): _____

Parcel(s) Owner Name: _____

Parcel(s) Owner Mailing Address: _____

Email: _____ Phone: _____

Parcel Owner Signature: _____ Date: _____

Title (Authorized Agent): _____