



**APPLICATION FOR ANNEXATION BY PETITION**  
(Chapter 27- Lehi City Development Code)

For Office Use Only

Date Filed: \_\_\_\_\_ Planner: \_\_\_\_\_

*Fee: \$200 base fee per annexation + \$20 per acre up to 50 acres and \$5 per acre thereafter for each applying property owner based on the number of acres they represent in the annexation.*

Name: \_\_\_\_\_ Authorized Agent (if applicable): \_\_\_\_\_

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

Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Address of licensed land surveyor: \_\_\_\_\_

**Name of Proposed Annexation:** \_\_\_\_\_

**General Location of Proposed Annexation:** \_\_\_\_\_

What Percent of the Private Real Property Within the Proposed Annexation is Represented by the Signatures of the Owners? \_\_\_\_\_

What Percent of the Value of Private Real Property Within the Annexation Plat is Represented by the Signatures of the Owners? \_\_\_\_\_

Total Number of Acres Included in Annexation: \_\_\_\_\_ Total Number of Parcels Included in Annexation: \_\_\_\_\_

Zoning Requested: \_\_\_\_\_

**APPLICATION SUBMITTAL PROCEDURES**

- (1) \_\_\_\_\_ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) \_\_\_\_\_ The applicant shall create an account and submit all required information electronically through the following link <https://www.lehi-ut.gov/government/public-meetings/planning/applications/>, including:
  - (a) \_\_\_\_\_ the completed application, all other required information including a narrative;
  - (b) \_\_\_\_\_ a copy of the annexation plat containing all the information from the checklist outlined below.
- (3) \_\_\_\_\_ **Staff will then review the submittal and send out an email with a link for the payment of fees.**
- (4) \_\_\_\_\_ The applicant shall provide stamped, addressed #10 business envelopes for all property owners within 300 feet, including a mailing list.

The names and addresses for the most recently available Utah County tax assessment records can be found by using the following link <https://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate.

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

**APPLICATION REQUIREMENTS**

All fees, an Annexation Petition, an Annexation Plat, and the Annexation Information Requirements listed below are required of all proposed annexations regardless of size. In addition to the following information, the applicant may be required to provide additional

information if the staff, Reviewing Departments, Planning Commission, or City Council finds the information to be necessary to evaluate the merits of the proposed annexation.

- (1) \_\_\_\_\_ **Petition:** This application must include a petition with the signatures of the owners of a majority of the property included in the Annexation (the owner of real property shall be the record title owner according to the records of the county recorder on the date of the filling of the petition), representing at least one-third of the assessed property valuation according to the last County assessment rolls. The petition must also designate up to five signers of the petition as sponsors, one of whom shall be designated as the contact sponsor, and indicate the mailing address of each sponsor.
  
- (2) \_\_\_\_\_ **Annexation Plat:** An annexation plat in a format acceptable for recording and drawn by a licensed land surveyor must accompany this application. The plat must include the following information:
  - (a) \_\_\_\_\_ A title block containing:
    - (i) \_\_\_\_\_ Name of the annexation
    - (ii) \_\_\_\_\_ Scale
    - (iii) \_\_\_\_\_ Surveyors certificate
    - (iv) \_\_\_\_\_ Mayor’s signature block
    - (v) \_\_\_\_\_ County surveyor’s signature and the following verbiage above the county surveyor’s signature block:  
 “This plat has been reviewed by the County Surveyor and is hereby certified as a final local entity plat, pursuant to Utah County Ann. §17-23-20 as amended.”
  - (b) \_\_\_\_\_ Identify on the plat each parcel included in the annexation and on each parcel label the following:
    - (i) \_\_\_\_\_ Owner’s name
    - (ii) \_\_\_\_\_ Tax identification number
    - (iii) \_\_\_\_\_ Acreage
    - (iv) \_\_\_\_\_ Proposed zoning
    - (v) \_\_\_\_\_ Property address (work with City Staff to determine new City address)
  - (c) \_\_\_\_\_ All existing roads that are adjacent to the property being annexed must be included on the annexation plat. Roads adjacent to the annexation that are already in the City should also be shown.
  - (d) \_\_\_\_\_ If an existing road is being annexed, the annexation boundary should extend, as a minimum, 10 feet from the edge of existing pavement. (If the property being annexed has a deed line that extends across the street and beyond the requested 10 feet, the deed line should be the annexation boundary line).
  - (e) \_\_\_\_\_ The Centerline of existing pavement should be shown on all roads, within and adjacent to the annexation.
  - (f) \_\_\_\_\_ The location of existing City Boundaries.
  - (g) \_\_\_\_\_ A mylar copy of the Annexation Plat must be submitted prior to the final public hearing before the City Council and shall be prepared in ink by an engineer or land surveyor licensed to practice in the State of Utah. The mylar plat shall be of such size and material as is acceptable for filing in the office of the Utah County Recorder but shall not be less than twenty-four by thirty-six (24 x 36) inches.
  
- (3) \_\_\_\_\_ **Annexation Information Requirements:** Please prepare a statement that responds to the following questions as required by the Lehi City Development Code, Chapter 27.
  - (a) \_\_\_\_\_ In general, what is the topography, vegetation, and other natural features present on the property proposed to be annexed?
  - (b) \_\_\_\_\_ What is the existing land use(s) of the property proposed for annexation and those requested by the owners?
  - (c) \_\_\_\_\_ What is the current and potential (if the property were developed) population and residential density of the proposed area?
  - (d) \_\_\_\_\_ How will the proposed annexation comply with and achieve Lehi City=s land use(s), goals and policies outlined in the Lehi City General Plan?
  - (e) \_\_\_\_\_ What are the current and potential (if the property were developed) demands for City provided facilities and services to the area proposed for annexation, including culinary water, irrigation water, wastewater, transportation facilities, drainage, fire protection, solid waste, parks and recreation, and police protection?
  - (f) \_\_\_\_\_ Are the water rights necessary for annexation, found in Section 27-040 of the Lehi Development Code available for dedication to Lehi City upon annexation?

**APPLICANT CERTIFICATION**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature \_\_\_\_\_, Title \_\_\_\_\_ Date \_\_\_\_\_.

**ANNEXATION PETITION  
FOR**

\_\_\_\_\_  
(Annexation Name)

We hereby certify that all of the undersigned together constitute the owners of a majority of said real property to be annexed and also are the owners of said real property to be annexed and also are the owners of more than one-third in value of said real property as shown by the last assessment rolls for taxes, and that said land is contiguous to the Corporate limits of Lehi City. Please indicate which individual(s) is the sponsor/contact for this petition (up to 5 sponsors may be indicated). The requested zoning is \_\_\_\_\_. Total number of acres \_\_\_\_\_.

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Tax I.D./Parcel #(s):** \_\_\_\_\_ **Proposed Zone District Assignment:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Tax I.D./Parcel #(s):** \_\_\_\_\_ **Proposed Zone District Assignment:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Tax I.D./Parcel #(s):** \_\_\_\_\_ **Proposed Zone District Assignment:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Tax I.D./Parcel #(s):** \_\_\_\_\_ **Proposed Zone District Assignment:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Tax I.D./Parcel #(s):** \_\_\_\_\_ **Proposed Zone District Assignment:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Each owner and signer for himself says: I have personally signed this Petition; I am aware of the request for Annexation and understand the terms and conditions of this Application; I am an owner of a portion of the property above mentioned and located at or near Lehi, Utah County, State of Utah, and my post office address is correctly written after my name.

(Attach additional sheets as necessary)

### ANNEXATION APPROVAL PROCESS

