

## Information Attachment for Annexation

### Quick Information

1. There is a \$1000.00 non-refundable fee.
2. Request must be completed and at City Hall 30 days prior to the date of the meeting.
3. The Planning Board meets the second Wednesday of each month. Annexation requests are required to be noticed in the newspaper two times prior to the Planning Board meeting. This notification process must be repeated again before the City Council public hearing. The property owner or a representative must be present at these meetings. If the owner will not be present, a letter giving authorization to his representative must be on file.
4. Annexations require two (2) Public Hearings - one before the Planning Board and one before the City Council.

### More Detailed Information

1. The Planning Board conducts the first of the two required Public Hearings. The Board meets on the first Monday of the month at 6:00 p.m. in the council chambers of City Hall, 223 S. 2nd Street, Hamilton, Montana. The City Council conducts the second Public Hearing after receiving a recommendation from the Planning Board. The City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. in the council chambers at City Hall, 223 S. 2nd Street, Hamilton, Montana. To allow for the required public notice requirements, there is a minimum of a 30 day period between the date which the Planning Board acts on the application and any City Council hearing.
2. A notice of your intent will have been published in the Ravalli Republic legal notices and will be sent to the neighboring property owners within 300 feet of your property, thus allowing comment, either pro or con.

### The following items are needed when a request for an Annexation is submitted:

1. The completed application form, "Request for Annexation" (ATTACHED).
2. A \$1000.00 non-refundable processing fee.
3. **A completed zoning application requesting the zoning classification that will be established for the property upon annexation to the City (separate application)**
4. A copy of the recorded plat showing the parcel of land for which the annexation is being requested. This can be obtained from the Ravalli County Clerk and Recorder's office. If the property has been surveyed since the original plot was recorded, the most recent survey should be provided.
5. A copy of the Deed or Notice of Purchaser's Interest, which will document the applicant's ownership interest in the property (also obtained from the Clerk and Recorder).
6. A legal description of the area being requested for annexation, which can be obtained from the Ravalli County Clerk and Recorder's Office.
7. A detailed description and map indicating the provision of public utilities to serve the proposed annexation parcel.
8. A map and listing of the legal property owners owning property within 300 feet of the exterior boundaries of the property which are the names and addresses of the property owners currently recorded in the County Clerk and Recorder's office.
9. Site plan of the actual property to be zoned/rezoned.
10. Feel free to provide any other items as you desire, example: photographs, drawings, etc.

### **THE APPLICANT OR HIS DESIGNATED REPRESENTATIVE MUST APPEAR IN PERSON AT THE HEARING.**

A designated representative must have a letter from the property owner naming him/her as the representative. No requests will be approved without personal representation.

It is the City's position that the burden of providing complete detailed information on the project falls on the applicant. Failure to provide such information will adversely affect the application.

City of Hamilton  
Request for Annexation  
Application Request #

Name of Petitioner:  
Petitioner's Mailing Address:  
Petitioner's Phone Number:

Property Owner's Name:  
Owner's Mailing Address:  
Owner's Phone Number:

Information Concerning Property to be Annexed

Property Address (if available):

Legal Description:

|     |          |          |       |
|-----|----------|----------|-------|
|     | Addition | Block    | Lot   |
| OR: | Section  | Township | Range |

Current Land Use:

Proposed use of property upon annexation:

Signature of Property Owner  
(Mandatory)

Signature of Applicant or  
Representative if different than owner

**No Annexation application will be processed without a zoning application attached to it.**

**OFFICE USE ONLY**

**\$1000.00 Non-refundable request fee paid on date** \_\_\_/\_\_\_/\_\_\_ **Batch #** \_\_\_\_\_

**Annexation:**

Planning Board public hearing date: \_\_\_/\_\_\_/\_\_\_ Recommend Approval \_\_\_ Denial \_\_\_

City Council public hearing date: \_\_\_/\_\_\_/\_\_\_ Approved \_\_\_ Denied \_\_\_

**Printing dates of legal ads in newspapers:**

Planning Board \_\_\_/\_\_\_/\_\_\_ and \_\_\_/\_\_\_/\_\_\_ City Council \_\_\_/\_\_\_/\_\_\_ and \_\_\_/\_\_\_/\_\_\_

**Dates of public hearing notices to be mailed:**

Planning Board: \_\_\_/\_\_\_/\_\_\_ City Council: \_\_\_/\_\_\_/\_\_\_

**If Denied, state reason:** \_\_\_\_\_

**In your own words, describe your annexation request:**

**In your own words, explain why you are requesting annexation:**