



City of Hamilton, MT

Petition for Annexation

Office use only	
File #:	_____
Submit Date:	_____
In-take staff:	_____
Date Complete:	_____

General Information:

1. Read through submittal requirements thoroughly. **Incomplete petitions will be returned.**
2. Petitioners are encouraged to schedule a pre-application meeting with planning staff prior to petitioning for annexation. Meetings can be arranged by emailing dpwsec@cityofhamilton.net.
3. One hard copy and one electronic copy of the petition are required for review. Electronic copies of can be emailed to dpwsec@cityofhamilton.net or submitted on a USB flash drive.
4. Once the petition has been deemed complete and sufficient for review, a public hearing will be scheduled at the next City Council meeting for which 15-day notice requirements can be met. City Council meets the first and third Tuesdays of each month.
5. Annexations must be reviewed concurrently with a Zone Map Amendment. Map amendments require two readings at City Council. If approved, annexations take effect 30-days after the 2nd map amendment reading, subject to all conditions being met and recording documents having been submitted to the City.
6. General information pertaining to zoning, parcels, infrastructure, tax ID, etc. can be found on the Hamilton community planning web map at <http://www.cityofhamilton.net/living/maps>.

PETITIONER INFORMATION:

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

PROPERTY OWNER(S) INFORMATION: (attach additional sheets if multiple property owners)

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

REPRESENTATIVE INFORMATION:

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

ANNEXATION GOALS:

Annexations are reviewed considering the following goals in the City of Hamilton Growth Policy. Please address these goals in your narrative statements below.

1. Annexations should provide a direct benefit to the City and should be evaluated for fiscal soundness.
2. Annexations should represent the logical extension of city boundaries and services.
3. Allow for innovative development that promotes principles of smart growth and resiliency.
4. Promote in-fill development that is served by infrastructure and compatible with existing neighborhoods.
5. Direct development to areas already served by infrastructure.
6. Consider annexation & extension of services where there will be a public health or environmental benefit.
7. Annexation that is not contiguous to the city it should meet goals 1-6.
8. New annexation should provide water rights adequate to serve proposed development of the property.

PROJECT INFORMATION: (attach additional sheets if necessary)

Property Address: _____

Legal Description:

Tax ID: _____	Gross Acres: _____	# of lots: _____	Are there water rights on the property(s)?	Yes: No:
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Purpose of Annexation:

Proposed Plan for Connecting to City Services (water, sewer, & streets):

Proposed Use of Property:

Existing Structures and Infrastructure (e.g. homes, well, septic, etc.):

ANNEXATION MAP(S) REQUIREMENTS:

Annexations are required to be accompanied by maps displaying the following information. Additional information may be provided.

1. Parcel lines for subject property and adjacent properties
2. Hamilton City boundary
3. Scale and north arrow
4. Proposed zoning and zoning of adjacent properties
5. Existing water and sewer mains
6. Proposed water and sewer main extensions
7. Adjacent streets and right-of-ways
8. Existing and proposed easements
9. Natural and man made water features (e.g. ditches, canals, wetlands, floodplain, etc.)

PETITION CONTENTS CHECKLIST:

Attached

Hard copy & electronic version of entire petition & supplementary documents

\$1,500 Annexation fee

Annexation Map(s)

A copy of the Deed or Notice of Purchaser's Interest, documenting ownership of property(s)

A copy of the plat showing the property for which the annexation is being requested

Zone Map Amendment Application

Water rights documentation (if applicable)
