

## ANNEXATION APPLICATION

### APPLICANT INFORMATION

Property Owner: _____ Property Owner: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____	Agent: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____
Surveyor: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Engineer: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____

\* If necessary, Please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

### PROPERTY INFORMATION

Address or Property Location: \_\_\_\_\_

Subdivision Name (If applicable): \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_

Total Property Area (to nearest 1/10<sup>th</sup> of an acre or sq. ft.): \_\_\_\_\_

Present County Zoning: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

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

Is the property within the Urban Service Area:      Yes      No

Is the property contiguous to the present City limits:      Yes      No

Is the property currently part of a County improvement district:      Yes      No

If yes, which one: \_\_\_\_\_

Is a subdivision plat being filed with the annexation:      Yes      No

(If yes, please make sure to complete a major subdivision application and checklist)

**SIGNATURE**

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)

**APPLICATION INFORMATION**

Pre-application Conference

Pre-application conferences are required prior to submittal of all annexation requests. The purpose of these meetings is to discuss the proposed annexation and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City’s Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the annexation request. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by e-mail at [sgoodman@sheridanwy.net](mailto:sgoodman@sheridanwy.net).

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The annexation checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

Annexation is governed by state law and requires significant legal notice, as well as the preparation of an annexation report. This process requires one hearing before the Planning Commission and three readings before the City Council. Public hearings require notice through both newspaper legal notice, and certified nearby property mailings, subject to requirements of state statute. This involves notifying all county property owners within ½ mile, at least 20 business days prior to City Council meeting and a legal notice appearing in the paper at least 15 business days prior to the City Council meeting.

The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press publishing requirements and certified mailing preparation, legal notification must be prepared approximately 25 working days prior to the public hearing. No public hearing will be scheduled until the application has been deemed complete, staff review comments have been addressed, and the annexation report has been completed. Staff preparation of the annexation report requires approximately 15 working days from receipt of a complete application to finalize.

# Annexation Submittal Checklist\*

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**Description:** *Annexation refers to the process of bringing land into the corporate limits of the City. Annexation is subject to the requirements of state law.*

Submittal Items:

A completed Annexation Application.

A completed Annexation submittal checklist.

An executed (signed and notarized) petition for annexation

An application review fee.

The applicant shall also submit the following item in electronic format.

Certificate of Title or other documentation specifically verifying ownership or enforceable proprietary interest in the site.

An electronic file listing the names and addresses of all property owners of unincorporated land within ½ mile of the boundary of the property proposed to be annexed, as well as owners of incorporated property adjacent to the property (List must be obtained from the County Clerk's Office and be no more than 14 days old at the time of submittal).

Other documents that may be determined as part of the pre-application meeting, or staff review.

Any corrected materials for the public meetings.

The following documents in electronic format and two hard copies:

An annexation plat prepared by a licensed surveyor showing the following information:

1. A written legal description
2. Boundaries of the property, drawn to scale, and showing all bearings and distances
3. Existing zoning and adjacent zoning within 1,000 feet
4. Existing structures
5. Title, scale, scale bar, north arrow, name and address of petitioners, name and address of preparer along with surveyor's signature and seal (licensed within the State of Wyoming)

A report prepared by a licensed engineer, with supporting documentation, detailing the following for the annexation report:

6. estimated commercial acreage
7. estimated commercial square footage
8. estimated net residential acreage
9. estimated residential density

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\* All applicants must attend a pre-application meeting prior to submitting a rezone application.  
Last Revised: 12/10/2015

10. estimated number of residential lots
11. estimated park land and open space
12. estimated acreage for other services such as schools, etc.
13. estimated cost of public improvements as follows: estimated linear foot and cost/linear foot for right-of-way grading, sanitary sewer for both onsite and offsite, water lines for both onsite and offsite, curb/gutter/sidewalks, storm drains and paving.

Packet material:

An additional 10 copies of the annexation plat for Planning Commission packets, and 4 copies of the exhibit for City Council. These copies should be submitted independently of each other to allow the applicant to make revisions if necessary in between public meetings.

Post Approval/Plat Filing Items:

Mylar of annexation plat.