

## Annexation Process

If land is primarily agricultural, written request required in all cases.

All other land uses may be annexed by referendum. If request from owner is in writing referendum is not required.

1. City Council must adopt a resolution containing a plan of services for the annexation area on first reading and send the plan of services to the planning commission for study.
2. Planning Commission must complete study within 90 days.
3. School system must be notified of the annexation 30 days before the public hearing.
4. Advertise the public hearing 15 days before and post in 3 public places and state those locations in notice.
5. City council must hold a public hearing and final adoption of the plan of services.
6. Forward a copy of the plan of services to the county mayor.
7. Draft resolution annexing the property (include plan of services) and have first reading.
8. At least 14 days before public hearing:
  - a. First class mail a copy of the resolution to the owners address on file with the property assessor.
  - b. Post a copy of the resolution in 3 public places in municipality and 3 public places in annexation area.
  - c. Publish notice of public hearing in paper detail location of resolution in notice.
9. Person who mailed copies of the resolution to owners must submit a notarized affidavit attesting that they were mailed.
10. Hold public hearing and have second and final reading.