



City of St. Joseph Application for Annexation

APPLICANT INFORMATION:

Name (s): _____ Date: _____

Address: _____

Phone Number (s): _____

Email Address: _____

INFORMATION ON PROPERTY OWNER/s (if different from Applicant):

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

PROPERTY INFORMATION:

Parcel Identification Number(s) of Property: _____

Legal Description of land to be annexed, including acreage or square footage (may be attached instead of listed):

Is the proposed use compatible with the future and present land uses of the area?

Yes ___ No ___ Please Explain: _____

The residents in the area will increase the population by: _____

Subject to exceptions set forth in the Orderly Annexation Agreement, the City of St. Joseph and Township of St. Joseph agree that, unless both the Township and City mutually agree to consider a specific annexation request, property will not be annexed unless all three of the criteria stated below are satisfied.

1. A petition for annexation has been received and either 100% of the property owners have petitioned to do so, or the subject property has completed the hearing process and hereinafter set forth, with approval of the proposed annexation being obtained from both the City and Township.

2. The property for which annexation is sought is contiguous to the City Limits. For the purposes of this requirement, "contiguous" shall mean:

- a. That the property sought to be annexed abuts property within the City; or
- b. That the property sought to be annexed would abut property within the City, but for the existence of an intervening road right-of-way, the existence of the body of a river or the existence of the body of a lake. A road right-of-way (other than as if traversed across its width to get to the property to be annexed as provided for in this paragraph) shall not be used as a basis for finding that said property abuts or is contiguous to property within the City; or
- c. If only an apex of the property sought to be annexed abuts property with the City.

3. The City has immediate ability to extend water and sewer services to the subject property and the property owner has good faith intent to immediately plat the property for which annexation is sought. The following annexation, but before a building permit is issued by the City for the construction of any structures thereon, City water and sewer services must be provided to the structure for which any building permit is sought.

In the event the City and Township mutually agree to consider an annexation request that does not meet all three criteria established above, at least 60% of the affected property owners must submit a petition for annexation. In that event, a joint hearing of both the Town Board and the City Council shall be called to consider and act on the petition. The petition for annexation shall not be approved unless both the Town Board and the City Council, voting as separate bodies, approve the petition seeking annexation.

Attached to this application, and made a part thereof, are other material submission data requirements, as indicated.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY	
Date Application Submitted: _____	Date Application Completed: _____
City Council Action: _____ Approved _____ Denied	Date of Action: _____
Date Applicant/Property Owner notified of Action: _____	
Date Annexation is Submitted to the State: _____	

APPLICABLE FEES	
Annexation Fee - <i>Property within Orderly Annexation Area</i>	\$5.00/acre, \$400.00 minimum
Annexation Fee – <i>Property outside Orderly Annexation Area</i>	\$10.00/acre, \$500.00 minimum

**REQUIRED MATERIAL SUBMISSION
ANNEXATION MATERIAL**

Completed applications for Annexation requests and required fees shall be submitted to the City of St. Joseph Zoning Administrator at least 20 days prior to the proposed date of consideration by the City. The twenty days allows the City to review the application, forward the application to other entities for review as required and notify the public as required. Only completed applications will be accepted. It is the applicant's responsibility to submit required materials. If an application is determined to be incomplete, notification, which indicates which portion of the application is incomplete, will be mailed to the applicant within 10 days following submission of the application.

REQUIRED MATERIALS – The applicant shall provide the following:

1. Additional written and graphic data reasonably required by the Zoning Administrator or the Planning Commission. _____

2. Copy of the property tax statement.
3. Payment of additional fees.

I/we understand that I/we are responsible for reimbursing the City for an additional legal, engineering, building inspection or planning fees associated with my request.

Applicant Signature: _____

Date: _____