



DATE RECEIVED

Town of Stevensville
ANNEXATION BY PETITION

APPLICATION FEE: \$1000.00
(Payable to the Town of Stevensville)
ALL FEES ARE NON-REFUNDABLE

The undersigned, being all the Property Owner(s) or as legally authorized by all the Property Owner(s), of the property herein described, petitions the Town of Stevensville to annex the same under the provisions of Title 7, chapter 2, part 46, MCA.

In support of this Petition, undersigned provides the following information:

- 1. **IS THE PROPERTY CONTIGUOUS TO EXISTING CITY LIMITS?** Yes No
- 2. **HAS THE PROPERTY BEEN PREZONED?** Yes No

If so, what is the zoning? _____

- 3. **IF NOT CURRENTLY PREZONED, WHAT ZONING IS PROPOSED?** _____

- 4. **PRESENT AND PROPOSED USE: (attach additional information if necessary)**

- 5. **IF WATER AND SEWER SERVICE DO NOT EXIST, HOW DO YOU PROPOSE TO GET SERVICE TO THE PROPERTY?** _____

- 6. **IN WHICH FIRE DISTRICT OR FIRE SERVICE AREA IS THE PROPERTY LOCATED?** _____

- 7. **IS THE PROPERTY SERVED BY A PRIVATE GARBAGE SERVICE?** Yes No

Application Instructions

INTENT: Application to the Town Council for annexation into the Town of Stevensville as described in §7-2-46, MCA.

GENERAL: Please submit the following:

- 1. Completed Application to the Town Clerk. The application fee must be paid at the time of application submittal.
- 2. Application must be **COMPLETED** and **SIGNED** by the applicant **and** property owner. An incomplete application may delay review of your request. Attach additional information if needed.
- 3. Vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; and City streets.

- 4. A description of the boundaries of the area to be annexed.
- 5. Storm water drainage plan, unless waived by the Public Works Director.
- 6. Site plan.

REQUIREMENTS FOR SUBMITTING SITE PLAN:

- 1. Five (5) 11" x 17" copies of the site plan are required, plus one (1) copy reduced to either 8½" x 11" or 8½" x 14".
- 2. All lines must be drawn legibly. (Black or blue line prints from an original are acceptable.)
- 3. Drawn to one of the following scales: 1"=10'; 1"=20'; 1"=50'
- 4. Your site plan must have the following information (check each item prior to submitting application):

- complete legal description of property - name of addition/subdivision with block and lot number(s);
- lot dimensions and square footage;
- location, names, and widths of boundary streets, alleys and existing sidewalks;
- location and size of existing and proposed utilities such as sewer, water lines, fire hydrants phone, gas, power, etc.;
- locations, dimensions, and square footage of all structures and uses on the property;
- distance of all structures from property lines (front/side/rear yard setbacks);
- dimensions of any signs and their locations in relation to all property lines; and
- north arrow and scale.
- describe the legal and physical access to the property.

NEW CONSTRUCTION MUST COMPLY WITH THE FOLLOWING:

- 1. Building and fire codes, including required building and occupancy permits, and
- 2. The property owner must submit plans for review by the Town of Stevensville for compliance with City infrastructure, zoning, and other Code requirements, provide proof of compliance with all building and fire codes for all new construction or remodels subsequent to the adoption of this resolution and prior to annexation of the property, and pay all fees for such reviews in the same manner and on the same basis as do owners of properties already in the City.

NOTE: ANNEXATION IS EFFECTIVE ONLY AFTER THE CONDITIONS OF ANNEXATION HAVE BEEN MET AND THE TOWN COUNCIL HAS PASSED THE RESOLUTION OF ANNEXATION. INSTALLATION OF CITY WATER AND SEWER MAINS, FIRE HYDRANTS, STREETS, SIDEWALKS, CURBS AND GUTTERS MAY BE REQUIRED PRIOR TO ANNEXATION.

IT IS THE POLICY OF THE TOWN COUNCIL NOT TO ACT ON A PROPOSAL IF THE APPLICANT/APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COUNCIL MEETING.

Town Planning Staff represents the Town; staff cannot answer questions for the applicant.

- 3. Taxes and assessments must be paid and current at the time of filing the Resolution of Annexation.

Dated this _____ day of _____.

COME NOW the undersigned and respectfully petitions the Town Council of the Town of Stevensville requesting city annexation of the following real property into the Town of Stevensville.

The petitioner(s) requesting Town of Stevensville annexation of the property described herein hereby mutually agree with the Town of Stevensville that immediately upon annexation of the land all Town of Stevensville municipal services will be provided to the property described herein on substantially the same basis and in the same manner as such services are provided or made available within the rest of the municipality prior to annexation.

Petitioner(s) hereby agrees and submits the real property described herein to municipal taxation and assessments upon annexation, including but not limited to water and sanitary sewer utility assessments, in the same manner as other private property within the city is taxed and assessed for municipal tax, assessment and utility service purposes.

Petitioner(s) hereby states that there is no need to prepare a Municipal Annexation Service Plan for this annexation pursuant to Section 7-2-4610, MCA since the parties are in agreement as to the provision of municipal services to the property requested to be annexed.

LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED: _____

PROPERTY ADDRESS: _____

OWNER(S) NAME, TITLE _____

NAME, TITLE _____

STATE OF MONTANA)

) ss.

County of Ravalli)

On this ____ day of _____, _____, before me the undersigned, a Notary Public for the State of Montana, personally appeared _____, known to me personally (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name/s is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal on the day, month, and year in this certificate first above written.

(SEAL)

(Printed name required)

Notary Public for the State of Montana.

Residing at _____

My Commission Expires: _____

MM/DD/YY