

ANNEXATION CHECKLIST

1. BEFORE SUBMITTING A PETITION TO ANNEX INTO GRANTSVILLE

- File **Notice of Intent** to file a petition with City Recorder
 - ◇ Mail copy of **Notice of Intent** to each affected entity (see attached notice)
 - Mailing must contain an accurate map identifying the area proposed for annexation
- Reach out to Tooele County Clerk's office to initiate the Noticing Process with them
 - ◇ Clerk will be provide notice in accordance with Utah State Code 10-2-403 within 20 days of receiving the request from petitioner
 - ◇ Provide Notice of Intent and accurate map to County Clerk
- Tooele County Clerk's office will mail notice and certificate of mailing to Grantsville City Recorder
- After receiving the Certificate of Mailing from Tooele County Clerk's Office, Grantsville City Recorder will contact the petitioner to determine if proceeding with Annexation
- Grantsville City Recorder will provide a copy of the annexation petition application to Applicant

2. SUBMITTING THE ANNEXATION PETITION

- Provide Completed Annexation Petition
- Provide a recordable map of proposed annexation
- Pay Application Fee of \$1,000.00

3. ACCEPTANCE OF ANNEXATION PETITION

- Grantsville City Legislative Body (City Council) can either accept or deny the petition but must do so within 14 days of receiving the petition
 - If the petition is accepted, City Recorder has 30 days to determine if Annexation meets 10-2-403(3) and (4) requirements
 - If petition meets requirements a Certification will be provided to City Council during a regular scheduled meeting
 - If petition is denied, no further action will be taken

4. PUBLIC HEARING AND APPROVAL

- City Recorder will notice intent to approve annexation at least 7 days prior to a regular City Council Meeting
 - ◇ Class B Public Hearing Notice
 - ◇ Ordinance approving Annexation placed on Agenda
- After Ordinance is passed, the City Recorder has 60-days to file Ordinance, Notice of Impending Boundary Action, and Copy of approved final plat to Lt. Governor's Office
- Lt. Governor's Office reviews and issues Certificate of Annexation
- City Recorder provides copy of annexation packet and certificate to County Recorder and Bureau of Emergency Medical Services
- City Recorder sends Notice of Annexation Certificate to each affected entity
- Annexation is complete

NOTICE OF INTENT TO ANNEX

Attention: Your property may be affected by a proposed annexation.

Records show that you own property within an area that is intended to be included in a proposed annexation to Grantsville City or that is within 300 feet of that area. If your property is within the area proposed for annexation, you may be asked to sign a petition supporting the annexation. You may choose whether to sign the petition. By signing the petition, you indicate your support of the proposed annexation. If you sign the petition but later change your mind about supporting the annexation, you may withdraw your signature by submitting a signed, written withdrawal with the recorder of Grantsville City within 30 days after **(state the name of the proposed annexing municipality)** receives notice that the petition has been certified.

There will be no public election on the proposed annexation because Utah law does not provide for an annexation to be approved by voters at a public election. Signing or not signing the annexation petition is the method under Utah law for the owners of property within the area proposed for annexation to demonstrate their support of or opposition to the proposed annexation.

You may obtain more information on the proposed annexation by contacting
Braydee Baugh
City Recorder
429 East Main Street, Grantsville Utah
(435) 884-4603
bbaugh@grantsvilleut.gov

or

**Petition Sponsor
NAME
ADDRESS
TELEPHONE NUMBER
EMAIL ADDRESS**

Once filed, the annexation petition will be available for inspection and copying at the office of Grantsville City located at 429 East Main Street, Grantsville Utah 84029

CERTIFICATE OF MAILING

I hereby certify that I provided a copy of the foregoing Notice of Petition Seeking Annexation, by mailing a copy of the same, to the following on the ___ day of _____, 20__ to the following:

Tooele County Commission
47 South Main Street
Tooele, UT 84074

Tooele County School District
92 South Lodestone Way
Tooele, Utah 84074

North Tooele County Fire Protection Service District
Stansbury Fire Station
179 County Club Drive
Stansbury Park, UT 84074

Tooele County Boundary Commission
c/o Tooele County Clerk
47 South Main Street
Tooele, UT 84074

Tooele Valley Mosquito Abatement District
1535 Sunset Road
Lake Point, Utah 84074

Tooele County Recreation Service District
47 South Main Street
Tooele, Utah 84074

Tooele County Special Service District-Water
c/o Tooele County Clerk
47 South Main Street
Tooele, UT 84074

Rocky Mountain Power
Annexations
P.O. Box 400
Portland, OR 97207-0400

By