

CITY OF CLARK FORK

ANNEXATION APPLICATION PROCEDURES

1. Schedule preliminary meeting with City Staff to review annexation proposal.
2. Complete the attached application for Annexation.
3. Provide the following with the completed application:
 - a. **Legal Survey of Parcel:** A legal survey of the parcel to be annexed, tied at least to one section corner, with the metes and bounds description written in a counterclockwise direction. The survey should be submitted in triplicate, drawn to a scale of no less than one hundred feet to the inch (1"= 100').
 - b. **List of Owners of Parcels:** A list of owners of the parcels to be annexed. If the individual ownership is larger than five (5) acres, a notarized statement requesting annexation must be included.
 - c. **LID Statement:** A statement by the owners indicating whether they agree or do not agree to participate in a Local Improvement District (LID) for all standard improvements to the right-of-way adjoining the property.
 - d. **Vicinity Map:** A vicinity map showing property divisions and ownerships within three hundred feet (300') of the external boundaries of the parcel (right-of-ways are excluded from the measurement). Provide two sets of labels with the names and addresses of all adjoining property owners within three hundred feet (300') of the subject property.
 - e. **Map & Pictures:** The applicant must provide one (1) 8-1/2" X 11" size map of the area to be annexed along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the property to be annexed.
 - f. **Written Approval from Affected Agencies:** Written approval from the agencies indicated below must accompany this application in order to be considered by City Council:

<input type="checkbox"/> Idaho Dept of Transportation	<input type="checkbox"/> U.S. Forest Service
<input type="checkbox"/> Panhandle Health District	<input type="checkbox"/> U.S. Army Corps of Engineers
<input type="checkbox"/> Idaho Dept of Lands	<input type="checkbox"/> U.S. Soil Conservation Service
<input type="checkbox"/> Bonner County School District	<input type="checkbox"/> U.S. Fish & Wildlife
<input type="checkbox"/> Idaho Div. Of Environmental Quality	<input type="checkbox"/> Idaho Dept of Fish & Game
<input type="checkbox"/> Bonner County Planning & Zoning Comm.	<input type="checkbox"/> Idaho Dept of Water Resources
4. **Application Fees:** The fee for an Annexation Application is \$1000.00 plus other negotiated fees. If a previously approved application must be heard again due to an omission on the address labels or misinformation provided by the applicant, a fee of \$150.00 will be assessed.

Other _____

CITY OF CLARK FORK

APPLICATION FOR ANNEXATION

Applicant Information

Applicant's Name _____

Address: _____

Phone: _____

E-Mail: _____

Legal Holder of Title: _____

Address: _____

Phone: _____

Project Information:

Legal Description of Site: Lot(s) _____ Block # _____ Addition _____

Section _____ Range _____ Township _____ Total Size of Parcel _____

Proposed land use:

What land borders the site? Describe lot sizes, structures and uses:

North _____

South _____

East _____

West _____

What zones border this site?

North: _____ South: _____ East: _____ West: _____

What Comprehensive Plan designations border this site?

North: _____ South: _____ East: _____ West: _____

Site Information

Provide detailed descriptions on the following (where applicable):

1. Topography (including estimated maximum slope, rock outcroppings, benches, etc.):

2. Water courses (springs, streams, rivers, etc.):

3. Existing structures (size & use):

4. Land cover (timber, pasture, etc.):

5. Other pertinent information:

Effects of Proposed Annexation:

1. Is the annexation area within the City’s adopted Area of City Impact or does the Area of City Impact need to be modified?

2. Does the proposed annexation represent a logical extension of City boundaries?

3. How will the proposed annexation be compatible with the adjoining land uses?

4. What extensions of water or sewer lines, roads or other public or private services would be necessary if this annexation is approved?

The City Council reserves the right to not officially accept this application until all of the above required information is submitted. The date of City Council review will be established by the City Council upon the acceptance of a complete application.

I am the owner or owner's representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

Signature of Applicant

Date

REQUIRED STANDARDS FOR ANNEXATION

- A. Fire hydrants shall be installed by the applicant at the direction and discretion of the Fire Chief.
- B. Sidewalks shall be constructed to City standards along the through streets as directed by City Council.
- C. A landscape maintenance plan, approved by City Council, shall become part of the annexation requirements. Failure to maintain property in accordance with such plan shall constitute a nuisance subjecting the property owner to criminal and civil penalties and assessment for maintenance provided by the City.
- D. Owners of parcels previously developed shall be required to make dedications or improvements to conform to the ordinances in effect at the time of annexation, unless specifically exempted by the City Council.
- E. Where annexation affects property on only one side of a public right of way, no part of the public right of way shall be included in the annexation.
- F. Where annexation includes a public right of way, property annexed must be of a depth of not less than fifty feet (50') wherever it lies adjacent to the public right of way.