



ANNEXATION APPLICATION

Post Falls considers approval of annexing lands when such will lead to orderly future development that would result in benefit to the community.
(For additional information see the Comprehensive Plan 4.0 Future Land Use; Annexation Goals and Polices)

APPLICANT INFORMATION:	APPLICATION FEE: \$3000.00 (Includes one annexation agreement) \$500.00 for each additional agreement
Name: _____	Phone: _____ Fax: _____
Signature: _____	Date: _____
Street Address: _____	E-Mail: _____
City: _____	State: _____ Zip: _____
APPLICANT STATUS: Owner: _____ Agent: _____ Tenant: _____ Contract Buyer: _____	
CONSULTANT INFORMATION (IF APPLICABLE):	
ENGINEER: _____ SURVEYOR: _____ PLANNER: _____ OTHER: _____ (specify)	
Name: _____	Phone: _____ Fax: _____
Signature: _____	Date: _____
Street Address: _____	E-Mail: _____
City: _____	State: _____ Zip: _____

SITE INFORMATION:

General Location: _____

Existing Zoning: _____ Adjacent Zoning: _____

Current Land Use: _____ Adjacent Land Uses: _____

REQUIRED SUBMITTALS: *(to be provided by the Applicant with the application)*

<u>YES</u>	<u>NO</u>	Checked by (Staff): _____	Date: _____
_____	_____	Completed Annexation Application	
_____	_____	Application Fee per current adopted Fee Resolution	
_____	_____	A narrative explaining the proposed annexation to include zoning of the land and how it relates to the Annexation Goals and Policies in the Comprehensive Plan, including the annexed area's impact on city services.	
_____	_____	A legal description of the property in Word-compatible format and exhibit map.	
_____	_____	A certificate by a Title Company licensed in the State of Idaho, as to ownership of record and any interest of record in the subject property and a list of property owners of record within 300 feet of the external boundaries of the proposed development and associated mailing labels.	
_____	_____	A vicinity map at the appropriate scale showing property lines, thoroughfares, existing and proposed zoning and such other items as the Planning Administrator may require.	
_____	_____	Annexations require two public hearings; one before the P&Z Commission and another before City Council. The applicant will incur a public hearing mailing fee in the amount of \$5.00 per hearing notice per property within 300 feet of the site. If the fees are not paid with the application, the Planning Division will mail an invoice to the applicant with such fees to be paid before the application is placed on the agenda.	

NOTE: The applicant (or representative) must be present at the meeting to representing this proposal or the application will not be heard. The applicant will be responsible for costs to re-notice the public hearing.

Petitioner's name(s), address, and phone number. (Use additional sheets if necessary.)

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

I (We) the undersigned do hereby make petition for annexation and zone classification of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

Be advised that all exhibits presented will need to be identified at the meeting, entered into the record and retained in the file.

DATED THIS _____ DAY OF _____ 20 _____

