



**SMARTCODE
PRELIMINARY ANNEXATION
APPLICATION**

Post Falls considers approval of annexing land only when such would result in benefit to the community.
(For additional information on this process and requirements see PFMC 16.04 and Ordinance No. 1200.)

APPLICANT INFORMATION: **APPLICATION FEE: \$250.00**

Name: _____ Phone: _____ Fax: _____

Signature: _____ Date: _____

Street Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

APPLICANT STATUS: Owner: _____ Agent: _____ Tenant: _____ Contract Buyer: _____

ENGINEER: _____ **SURVEYOR:** _____ **PLANNER:** _____ **OTHER:** _____ (specify)

Name: _____ Phone: _____ Fax: _____

Signature: _____ Date: _____

Street Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

SITE INFORMATION:

General Location: _____

Address(es) if Applicable: _____

Tax Parcel Number(s): _____

Existing Transects/Zoning: _____ Adjacent Transects/Zoning: _____

Current Land Use: _____ Adjacent Land Uses: _____

Comprehensive Plan Land Use Map/Sector Plan Designation: _____

PRELIMINARY ANNEXATION CHECKLIST: (to be completed by Staff)

<u>YES</u>	<u>NO</u>	Checked by: _____	Date: _____
_____	_____	Completed Annexation Request Application	
_____	_____	Application Fee per most recently adopted Fee Resolution	
_____	_____	Vicinity map (no larger than 11x17) showing property lines, streets, and such other items pertinent to the request	
_____	_____	Narrative statement identifying how the proposed annexation benefits the City; relates to the Comprehensive Plan; description of availability of public facilities; and compatibility with the surrounding area.	

I (We) the undersigned, do hereby request annexation and transect classification (designation within a Regulating Plan/Maps) of the property described in this application, and to certify that we have provided accurate information as required by this form to the best of my (our) ability.

DATED THIS _____ DAY OF _____ 20 _____

SIGNATURE (S):

NOTE: Should the Council approve Annexation consideration, the applicant shall be required to submit materials including, but not limited to, the following

1. An Annexation Application, narrative and associated exhibits concerning major thoroughfare rights-of-way to be dedicated and desired transects (zoning) to be designated.
2. An Annexation Application fee.
3. A certification by a Title Company licensed in the State of Idaho; as to ownership of record and any interest of record in the subject property, a list of property owners of record within 300 feet of the external boundaries of the proposed development and associated mailing labels.
4. Fees for studies requested by staff and approved by the City Council (fees for studies may be credited against annexation fees to be collected, as allowed by City Council).