

FOR OFFICE USE ONLY

Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Number of acres: \_\_\_\_\_ x \$50.00 + Base fee: \$500.00 + Newspaper Public Notice  
Fee: \$75.00 per advertisement = \_\_\_\_\_



**ANNEXATION APPLICATION**  
**UPDATED JUNE 24, 2008**

**Applicant & Project Information**

Project name: \_\_\_\_\_

Property owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

General location of the property: \_\_\_\_\_ Zoning: \_\_\_\_\_

Surrounding land uses: \_\_\_\_\_

Size of the subject property: \_\_\_\_\_ Number of lots: \_\_\_\_\_

**Supporting Materials**

Chapter 19.22.010 of the Development Code requires the Annexation application be submitted with the following supporting materials. Please read Chapter 19.22 of the Saratoga Springs Land Development Code prior to submitting the supporting materials.

1. Written statement. Written statement with an explanation of the purpose for annexation and a proposed timetable for development.
2. Legal description. Legal description of proposed area with a map on 8.5 by 11 inch sheet.
3. Parcel map. Current copy of County Assessor's Parcel Map.
4. List of petitioning property owners. Names and current addresses of petitioning property owners, as shown on the latest Utah County Tax Rolls, as well as Annexation petition on form provided by the City, with signatures of the petitioning property owners.
5. Drawings. Five full-size (24" x 36") and seven reduced (11" x 17") drawings drawn to scale of the area proposed for annexation, prepared by a Land Surveyor or Civil Engineer licensed to Practice in the State of Utah.
6. Electronic Drawings. An electronic copy of all drawings in a PDF format shall be submitted.

7. Public Notice. Stamped and addressed business size envelopes (please do not include return addresses on the envelopes) to all owners of property located within 300' of the boundary of the proposed subdivision and a list of those property owners with their addresses as listed in the current county records shall be submitted.
8. Application fee. The base fee of \$500.00 plus \$50.00 per acre plus the Newspaper Public Notice Fee: \$75.00 shall be paid in full.

**APPLICANT CERTIFICATION**

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. 99-01218-01. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Sponsor #2:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Utah Co. Parcel ID Number

\_\_\_\_\_  
Residential Address

\_\_\_\_\_  
Requested Zone

\_\_\_\_\_  
Mailing Address

(\_\_\_\_\_) \_\_\_\_\_  
Contact Telephone

Sponsor #3:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Utah Co. Parcel ID Number

\_\_\_\_\_  
Residential Address

\_\_\_\_\_  
Requested Zone

\_\_\_\_\_  
Mailing Address

(\_\_\_\_\_) \_\_\_\_\_  
Contact Telephone

Sponsor #4:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Utah Co. Parcel ID Number

\_\_\_\_\_  
Residential Address

\_\_\_\_\_  
Requested Zone

\_\_\_\_\_  
Mailing Address

(\_\_\_\_\_) \_\_\_\_\_  
Contact Telephone

Sponsor #5:

\_\_\_\_\_  
Printed Name Signature

\_\_\_\_\_  
Utah Co. Parcel ID Number Residential Address Requested Zone

\_\_\_\_\_  
Mailing Address (\_\_\_\_\_) Contact Telephone - \_\_\_\_\_

Sponsor #6:

\_\_\_\_\_  
Printed Name Signature

\_\_\_\_\_  
Utah Co. Parcel ID Number Residential Address Requested Zone

\_\_\_\_\_  
Mailing Address (\_\_\_\_\_) Contact Telephone - \_\_\_\_\_

Sponsor #7:

\_\_\_\_\_  
Printed Name Signature

\_\_\_\_\_  
Utah Co. Parcel ID Number Residential Address Requested Zone

\_\_\_\_\_  
Mailing Address (\_\_\_\_\_) Contact Telephone - \_\_\_\_\_

If more space is needed, attach separate sheet.

Return this petition to the City of Saratoga Springs Recorder's Office, at 2015 South Redwood Road, Saratoga Springs, Utah, with a certified plat of property which has been signed by a licensed surveyor or civil engineer, along with all other documents required on the attached checklist for annexing property into the City of Saratoga Springs.

**CITY OF SARATOGA SPRINGS  
PETITION SUBMITTAL FORM**

Attached hereto is a petition to the City Council of the City of Saratoga Springs specifically requesting the following action by the City Council:

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Said petition is submitted this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, with (please print name) \_\_\_\_\_ as the  
primary sponsor, contactable at (mailing address):

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(phone) \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_.

**Official Use**

Presented to City Council: _____
Action of City Council: _____
Received by: _____
Date: _____