



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184 FAX (208)234-6586

**REQUEST FOR ANNEXATION AND ZONING APPLICATION**

Submittal Received: \_\_\_\_\_

Application #: \_\_\_\_\_

Submittal Approved by: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Plan Review Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

*Dates for a public hearing or Council consideration will not be scheduled until plan design review approval has been received.*

Filing Fee **\$1,066** + (\_\_\_\_\_ addresses X \$3 = \$\_\_\_\_\_ ) + Survey Accuracy Review **\$200** = **Total Due \$\_\_\_\_\_**

**Owner/Applicant:**

**Representative (if applicable):**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Do you own the subject property or have the owner's consent to annexation? Yes  No

Site Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Is the property within, or part of, an approved subdivision? \_\_\_\_\_ (The property may need to be platted prior to issuance of a building permit. See subdivision review process.)

Requested Zoning: \_\_\_\_\_

**In addition to the above, the following information must accompany this application:**

1. Attach Consent to Annexation completed and recorded with Bannock County Recorder.
2. Two sets of typed, gummed mailing labels with all of the names and addresses of the property owners within a 300 foot radius of the subject property. In addition, a fee of \$1.50 per address per required notice is required (two notices per address will be required). Failure to provide a complete list of names may nullify this application.
3. Survey map with topography noted of the area to be annexed. This is to be done by a private certified surveyor and submitted to the City for review (applicant must bear all costs).

4. Applicant(s) must provide a written justification for the requested zoning, addressing the variables described in Municipal Code Section 17.02.180(E).
5. A site map (11" X 17" drawn to scale) of the area to be annexed.
6. A title report, property deed, or other legal documentation of ownership of the site in question whether freehold, option or lease, must be submitted.
7. A complete legal description of the parcel to be annexed, signed off and verified by the city Surveyor prior to the filing of this petition. This description must match the site map required in item #4. Legal descriptions should be prepared by a licensed surveyor to avoid possible delays in the petition process.
8. A signed Affidavit of Mailing List.
9. A statement or conceptual drawing (to scale) showing the proposed use and/or number of lots for development on the property. If no development plan exists, the City will calculate maximum number of lots or coverage based upon the proposed zoning.
10. A documented source of water, deliverable to the City, sufficient for the water needs of Developer and the development (described above), or cash as necessary to obtain the water utilizing a formula determined by the City and based upon the following:

$$\begin{array}{c}
 \textit{Current market value of water per acre foot} \\
 \textit{Multiplied by} \\
 \textit{Average water use as represented in acre feet} \\
 \textit{Equals} \\
 \textit{Subtotal water value} \\
 \textit{Add} \\
 \textit{20\% Administrative/Legal costs} \\
 \textit{Equals} \\
 \textit{Amount payable to the City}
 \end{array}$$

The documentation of water source must be verified and approved by the City Attorney prior to filing the petition.

The approval of this application for annexation does not permit the violation of any section of the Building Code, or other City ordinances.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 50-222 and 67-6525.

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

Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant or representative must be present at the public hearing. A sign giving public notice will be posted at the proposed annexation site during the course of these proceedings.



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**AFFIDAVIT OF MAILING LIST - ANNEXATION**

1. The undersigned is the applicant, agent, engineer, or surveyor representing the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide two sets of mailing labels of all the property owners of record located within 300 feet of the boundaries of the project site and \$3.00 fee per label. The list shall be based on the most current equalized assessment rolls at the Bannock County Assessor's Office. This list and fee will be used to send two (2) notices of public hearings required to process the application.
3. This is to certify that the persons named, together with their addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and addresses are set forth on the latest equalized assessment rolls at the Bannock County Assessor's Office.
4. The foregoing is true under penalty of perjury.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

CONSENT TO ANNEXATION

The parties whose name(s) appear below, hereafter "Owner," covenant and warrant that they are the owner(s) of the property to which this document applies and as described below, and that they are fully authorized to execute this document and forever bind themselves, their successors and assigns, and the subject property to the terms set forth herein. "City" refers to the City of Pocatello, Idaho.

The terms herein are a covenant running with the land as a burden on the subject premises, commonly known as \_\_\_\_\_, and legally described as follows:

This covenant shall pertain to the subject premises and shall deal only with the issue of future annexation of subject premises into the City in compliance with Idaho Code 50-222(4)(a).

The Owner or owner's authorized agent covenants, warrants, and agrees that he consents to annexation into the City, which includes the above-described property. This consent will be binding upon owner and subsequent purchasers, heirs, or assigns.

The Owner or owner's authorized agent has had an opportunity to consult with legal counsel and signs this document without reservation or condition. No provision shall be construed in favor of or against any person or entity.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner

STATE OF IDAHO                    )  
  ss  
County of Bannock                )

I, the undersigned, a Notary Public in and for the above-named county and state, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me \_\_\_\_\_, known to me to be the person described in and who executed the within instrument, and acknowledged to me that \_\_\_\_ executed the same.

Given under my hand and official seal the day and year last above written.

\_\_\_\_\_  
Notary Public in and for the State of Idaho  
Residing at: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_