



Annexation Request Application

Hayden Lake Building Department

9393 North Strahorn Road

Hayden Lake, ID 83835

208-772-2161

deputyclerk@cityofhaydenlake.us

REQUIREMENT CHECKLIST:

All request applications must be fully completed and include the following at the time of submission per City Code.

Completed and notarized application: A signed and notarized application from the **property owner of record**

Property Survey: A licensed certified survey of the property, including location, existing details, structures, measurements, and boundary lines.

Engineer Scaled Map Drawing: Including the adjoining boundaries with the City of Hayden Lake, other adjacent properties, and location of streets, easements, property lines, and driveways.

Letter to City Council requesting annexation.

Fees: The applicant shall pay the city a fee of \$100.00 per acre. Additionally, the applicant shall pay the estimated cost to reimburse the city for the cost of all services provided by the city engineer, city attorney, and any other city officials as well as other directed costs associated with processing the application. Additional cost include, but are not limited to publications, notifications, signage, inspections, mailings, ordinances, agreements and legal descriptions.

DEADLINE FOR SUBMITTALS:

The completed form and documents must be submitted to the city clerk not later than twenty-five (25) days prior to the date of a regular City Council meeting where a public hearing to consider the variance request can be set. The completed application shall be accepted for the twenty-five (25) day processing period as of the date when all maps and information have been filed, checked and accepted as complete by the city clerk, and the city engineer. **This item will not be set for council consideration until the application is completed and accepted.**

I have read and consent to the filing of this application as the owner of record of the property being considered in this application.

Name:

Mailing Address:

Phone Number:

Signature:

Date:



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FOR OFFICE USE ONLY

Annexation Permit # _____ Property Address _____

Annexation Application Fee (\$100 per acre): \$ _____

Total Amount Paid \$ _____ Cash/Money Order/Check # _____

Date: _____ Employee: _____

APPLICANT INFORMATION

Applicant Name:

Applicant Phone Number:

Applicant Mailing Address:

City, State, and Zip Code:

Applicant Email Address:

Subject Property Address:

City, State, and Zip Code:

Applicant Email (**Required**):

Parcel #

Legal Description (including adjacent streets):

Date Property Recorded:

Current Zoning:

Proposed Zoning:

Jurisdiction (current city or county):

Existing Area of City Impact:



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TAXING DISTRICTS

PROVIDING SERVICES TO THE PROPERTY

Sewage Disposal:

Water Supply:

Fire District:

Highway District:

School District:

Nearest City:

NARRATIVE DESCRIBING YOUR REQUEST

What conditions warrant annexation, and the zoning designation requested:

How would the proposal benefit the City of Hayden Lake and its residents:

What, if any, detrimental effect would/could the request have on adjacent properties:

How might this effect the Comprehensive Plan:



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What is the intended use of the property following zoning and annexation:

Why would it be in the best interest of the city to approve this request:

What special conditions or contingencies should be applied to approval of this request:

Any other justification that you feel important to be considered:

CERTIFICATION

I, _____, being first duly sworn, deposes and says that _____ is the applicant in this application and knows the contents thereof to be true and correct to _____ knowledge.

Signed: _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Idaho

Residing at _____

Commission Expires: _____