



Annexation Process

Each step must be completed before you move on to the next step.

Step One:

1. Contact Francis City Planner and discuss the proposed annexation with staff to ensure it meets the requirements of state law and city ordinances. Then approach City Council as a discussion item to determine if they would entertain an annexation request.

Step Two:

1. Before filing a petition for annexation, the person(s) intending to file a petition shall (UCA 10-2-403):
 - a. File with the Francis City Recorder a notice of intent to file a petition including an accurate map (11x17) of the proposed annexing area prepared by a surveyor; and
 - b. Send a copy of the notice of intent to each affected entity and notify (email the City Recorder that the notice and map have been mailed). (Affected Entities list provided by the Francis City Recorder)
 - c. File the following with the Summit County Clerk, Evelyn Furse, 435-336-3204, 60 N Main Street, PO Box 128, Coalville, Utah 84017.
 - i. Notice of intent and accurate map of the proposed annexing area.
 - ii. Summit County Application for Mailing of Notice of Proposed Annexation and pay application fee.
2. Summit County will send Francis City a copy of the notice and certification indicating the notice has been mailed as required.

Step Three:

1. Once the City Recorder has received the notice and certification from Summit County, the person(s) may file an annexation application and petition with Francis City. On the date of filing, the person(s) shall deliver or mail a copy to Summit County Clerk. (UCA 10-2-403(6))
2. Following initial review for completeness, the annexation application and petition will be considered for further review (accept or deny) at a future regularly scheduled City Council meeting at least 14 days after the date the petition was filed. If accepted for further review, the Planner and Recorder will complete a review of the application/petition. Any deficiencies will need to be corrected. (UCA 10-2-405)
3. Following staff review, the City Recorder and City Attorney will determine if the petition meets the requirements of state code; and if so, certify and complete the notification process (UCA 10-2-406). This begins the 30-day protest period (UCA 10-2-407)
4. The City Planning Commission will review the application and petition to give a detailed analysis of the proposal regarding the General Plan, utilities, land use, zoning, trails, access, circulation, etc. Additional information/documentation may need to be provided.
5. If no protest is received, a public hearing will be scheduled with the City Council and noticed according to state and city law. The City Council may approve the petition (ordinance). (UCA 10-2-407)
6. Following approval of the petition (ordinance), documentation will be sent to the Lt. Governor's Office for issuance of a certificate of annexation. (UCA 10-2-425)
7. Upon receipt of the certificate of annexation, the City Recorder will provide the necessary documentation to the Summit County Recorder's Office for recording and send notice according to state law.



**Notice of Intent
To file a petition for annexation
Into Francis City, Utah**

I/we, the undersigned, do hereby declare my/our intent to file a petition for annexation to Francis City, Utah.

I/we certify I/we am/are the owner(s) of real property lying outside the corporate limits of Francis City, Utah, but contiguous thereto and designated as part of the Francis City Annexation Policy Plan.

The property (ies) proposed to be annexed is (are) identified below and a map outlining said property (ies) is attached hereto.

Name of Property Owner (Print Clearly)	Summit County Parcel Number

Signed this _____ day of _____, 20____.

(Signature)

By: _____

Phone _____

Email: _____



**Application
for Mailing of Notice of Proposed Annexation**

Pursuant to Utah Code Ann. § 10-2-403, Summit County will mail notice to affected property owners of a proposed annexation upon receipt of a written request to do so from the petitioner and payment of the estimated actual costs of mailing the notice.

Please fill out this request form and provide it to the Summit County Clerk along with,

- a list of owners and addresses of those located within the 300 feet of the area proposed to be annexed
- an accurate 8.5" x 11" map of proposed annexation area

The County Clerk's Office will generate an estimated actual cost of mailing the required notice.

Name of Applicant: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of Proposed Annexation: _____

City into which the Proposed Area Would Be Annexed: Francis City

Name of the Responsible Official at the Annexing City: Suzanne Gillett, City Recorder

Mailing Address of the Responsible Official at the Annexing City: 2317 South Spring Hollow Rd. Francis, Utah

Telephone Number of the Responsible Official at the Annexing City: 435-783-6236

Email Address of the Responsible Official at the Annexing City: sgillett@francisutah.org

If there is more than one person or sponsor requesting the annexation, attach additional pages listing the name, address, phone number, and email of each person involved.

Upon receipt of full payment of the estimated actual cost of mailing, then the County will mail notice to the affected property owners within 20 days.



Annexation

Review Submittal Form

For Office Use Only	
Application # _____	CC Interest Date _____
Application Date _____	CC Public Hearing Date _____
Approval Date _____	PC Public Hearing Date _____
Denial Date _____	CC Approve or Deny Date _____

Annexation Name: _____

Annexation Location: _____

Summit County Parcel No(s): _____

Total Acreage: _____ Requested Zone: _____

Name of Annexation Sponsor: _____

Mailing Address: _____

Telephone: _____ Email: _____

Name of Engineer or Licensed Land Surveyor: _____

Company Name: _____

Telephone: _____ Email: _____

Does the annexation contain property in any of the following?

- Rural real property, as defined in Utah State Code? ____ Yes ____ No – list parcel #'s and acreage _____
- Agricultural protection area? ____ Yes ____ No – list parcel #'s and acreage _____
- Is the Annexation completely located in the Francis City Annexation Policy Plan? ____ Yes ____ No _____

I certify that this application and all the information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Francis City Municipal Code, 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. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, planning commission, city council or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Property Owner Signature: _____ Date: _____

Francis City Annexation

Submittal Requirements

Submit to: City Planner or City Recorder, 2317 So. Spring Hollow Rd., Francis, Utah

Submit Fee: **\$2,500 Payable to Francis**

NOTE:

1. Applicants will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
2. Acceptance of this submittal to the City Planner or City Recorder for review is not an acknowledgement by the city of a complete application. This determination will be made by staff in accordance with UCA 10-9a-509.5.

Submittal Checklist (applicant – please ensure all items are included in this submittal, if additional space is needed, use a separate sheet of paper)

- ____ 1. Signatures from the owners of real property located in the area proposed for annexation that covers a majority of the private land (**Document on the Petition for Annexation sheet**)
- ____ 2. Signatures from the owners of real property located in the area proposed for annexation that is equal in value to at least on third (1/3) of assessed value of all private real property, as shown by the latest tax assessment rolls of Summit County (**Document on the Petition for Annexation sheet**)
- ____ 3. Deliver a copy of this annexation petition to the Summit County Clerk.
- ____ 4. An ownership plat map from the Summit County Recorder's Office showing all property owners in Francis within (600) feet of the proposed annexation.
- ____ 5. One 24" x 36" and one 11' x 17" of the accurate and recordable annexation plat map prepared by a licensed surveyor of the area proposed for annexation identifying each parcel and labeling each parcel with the owner's name, tax identification number, and acreage. NOTE: A Mylar is required to be submitted following approval by the City Council.
- ____ 6. Copy of the Notice of Intent to affected entities (**City Recorder can provide a list of entities**)
- ____ 7. Legal description in Word format.
- ____ 8. Development concept plan.
- ____ 9. Representation of the requested zoning.
- ____ 10. Sensitive lands impact reports. (unless exempted by staff)
- ____ 11. Full disclosure statement of waters owned or historically utilized.
- ____ 12. Electronic copy with all plans and supporting documentation in PDF format.

Note: If the petition is accepted for further review the following will also need to be submitted.

- ____ 1. Additional information required by staff.
- ____ 2. Documentation for conveyance of public rights-of-ways, streets, and other dedications.
- ____ 3. Documentation of water rights associated with the property and/or conveyance of water rights.
- ____ 4. One set of stamped, addressed envelopes for each owner in Francis within (600) feet of the proposed annexation and ½ mile of the annexation in the unincorporated area of Summit County.
- ____ 5. Check payable to the **Summit County Surveyor for \$125.00** for review of the annexation plat.
- ____ 6. Mylar of annexation plat map prior to the final public hearing of the City Council.
- ____ 7. Cost for Annexation Agreement needs to be approved at the same time as the annexation.

Additional Information (Links)

Francis City Code, Title Chapter 17.10 Annexation Policy Plan <http://www.francisutah.org/city-codes.htm#:~:text=http%3A/www.codepublishing.com/UT/Francis/>

(Annexation Name)

Notice: There will be no public election on the annexation proposed by this petition because the Utah law does not provide for an annexation to be approved by voters at a public election. If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the Francis City Recorder. If you choose to withdraw your signature, you shall do so no later than 30 days after Francis City receives notice that the petition has been certified.

This petition must include the signatures of the owners of a majority of the property included in the annexation, representing at least one-third of the assessed property valuation according to the last assessment rolls. The petition must also designate up to five signers as petition sponsors, one of who shall be designated as the contact sponsor, and indicate the mailing address of each sponsor.