



Roosevelt City
 255 South State Street
 Roosevelt, UT 84066
 (435) 722-5001

Annexation Petition

(Submit to Recorders office)

Petition Title: _____

Property Location: _____ **Acreage:** _____

Property Owner Names: <i>(within annexation area)</i>	Tax ID# of all Affected Parcels:	Parcel ID#:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional sheet as needed

Main Contact Person: (It is your responsibility to notify the other property owners)

Name	Phone #'s
Mailing Address	City State Zip

Include with this petition:

1. One 24" x 36" accurate and recordable (mylar) map, prepared by a licensed surveyor, specifying the area proposed for annexation. Mylar map must be stamped by the surveyor preparing the map and stamped by the County surveyor. Map must include name of the petition title. Must have approval signature lines for the "City Planning Commission, City Council, Duchesne County Surveyor, and County Recorder." No other signature lines should be included.
2. One 11" x 17" paper copy of the map prepared by the licensed surveyor that includes both surveyor stamps.
3. Electronic copy of prepared map sent to sbellon@rooseveltcity.com
4. A legal property description in word format sent to: sbellon@rooseveltcity.com
5. On the date of filing with the City Recorder, deliver or mail a copy of petition (including paper copy of map) to Duchesne County Planner Mike Hyde, P. O. Box 317, Duchesne, UT 84021

Signature of Applicant: _____ Date Submitted

Please sign this petition and indicate your position on this annexation request:

Signature of Property Owners:

	For	Against
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

(Attach this page to Annexation Petition)

RECORDERS CHECKLIST:

PETITION TITLE: _____

- Petition received _____ (time/date)
- Present to City Council _____ (date of meeting)

Certification (within 30 days of Council acceptance by motion)

- Contact City Attorney _____ (date)
- Certification letter to County _____ (date)
- County response received _____ (date)
- Mail notice of certification to Council
- Mail notice of certification to contact sponsor (within 20 days of notifying Council)
- Mail notice of certification to County Commissioners
- Mail notice of certification to affected entities (i.e. Moon Lake Electric, Strata, Johnson Water District)
- Publish certification _____ (date of publication-within 10 days after certification)

There are 30 days from date of certification to protest certification

Zoning

- Petitioner met with Zoning Commission _____ (date)
- Prepare annexation ordinance
- Publish notice of a public hearing on ordinance (Meeting notice website, city site, newspaper for two weeks)
- Notify contact sponsor of public hearing
- Forms to Lt. Governor's office (letter, petition, map)
- Received Annexation Certificate from Lt. Governor's office _____ (date)
- Notice of annexation completion to contact sponsor
- Record plat map with County Recorder's office (**Copy of petition, ordinance original, Lt. Governor's certificate**)
- Notice to municipal taxing entities (Moon Lake Electric, Strata)
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