



ANNEXATION/BOUNDARY ADJUSTMENT APPLICATION

AS PROVIDED BY THE CITY OF SANTA CLARA, UTAH, ZONING ORDINANCE

Filing Fees: \$1,000.00

Annexation is the legal process by which a city acquires land into its jurisdictional territory. According to the city's codes and ordinances (**Section 17.04.190**):

New areas to be annexed to the city shall be classified in the open space (OS) zone until such classification shall have been changed by an amendment to the zoning ordinance as provided by law.

APPLICATION SUBMITTAL CHECKLIST

The Planning Department will only accept complete applications with supporting documents as outlined below. Submittal of an application doesn't guarantee that this application will be approved. Please attach a copy of the "Annexation Plat" showing the proposed annexation area and a current property plat showing the names of all property owners within the annexation area.

APPROVAL CRITERIA AND PROCESS

A copy of the Santa Clara City Annexation Policy Plan adopted by **City Ordinance #2026-06 (as per Section 10-2-803 of Utah Code)** is available upon request. An electronic copy of this ordinance is available on the City website.

For specific Annexation Permit requirements before filing, please see **Sections 10-2-804 and 10-2-806 of Utah Code**.

Please also refer to Utah Code for more extensive information on annexations and the process followed (**10-2 Part 8**). See Utah Code online at <https://le.utah.gov/xcode/code.html>

MUNICIPAL BOUNDARY LINE ADJUSTMENTS

Utah State Code 10-2-903 sets forth the procedure for approving a municipal boundary line adjustment along a common boundary **when both cities concur with the boundary adjustment**. A municipal boundary line adjustment requires one plat with signature blocks for each city. Per Utah Code the public hearing notice period is a minimum of 60 days, followed by public hearings held by each city. See **Utah Code 10-2-903** for complete details.

ANNEXATION/BOUNDARY ADJUSTMENT APPLICATION

Date Submitted/Completed: _____ Fees (Office Use): _____ Receipt Number (Office Use): _____

PROPERTY OWNER CONTACT INFORMATION

Name(s): _____

Phone: _____ Email Address: _____

Mailing Address: _____ City: _____

State: _____ ZIP: _____

*If applicable, please attach an additional sheet containing the information requested above for each additional property owner.

AUTHORIZED REPRESENTATIVE CONTACT INFORMATION (IF APPLICABLE)

Name(s): _____

Phone: _____ Email Address: _____

Mailing Address: _____ City: _____

State: _____ ZIP: _____

*If applicable, please attach an additional sheet containing the information requested above for each additional representative.

PROPERTY/PLAT INFORMATION

Full Address: _____

Total Area of the property or plat to be annexed: _____

Is the area contiguous with current Santa Clara City boundaries?: _____

If a new development is being proposed in connection with the annexation petition, describe the development*:

*If applicable, please attach a schematic plan of the proposed development.

Identify any special districts or Washington County departments that are currently providing services to the subject area:

Identify any legal or factual barriers that may negatively affect the probability of the property or plat being annexed:

Please attach a copy of the “Annexation Plat” showing the proposed annexation area and a current property plat showing the names of all property owners within the annexation area. (Property plats are available from the Washington County Recorder’s Office at **111 East Tabernacle, St. George, UT 84770.**)

PROPERTY OWNER AFFIDAVIT

I (We), _____, depose and say that I (we) am (are) the owner(s) of the property identified in this application and that the statements herein contained, the information provided in the attached documents, and other exhibits are in all respect true and correct to the best of my (our) knowledge.

Property Owner

Property Owner

Subscribed and sworn to me this _____ day of _____, 20_____.

Notary

AUTHORIZED REPRESENTATIVE AFFIDAVIT

I (We), _____, the owner(s) of the property described in the attached application, do authorize as my (our) representative(s),

_____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body regarding the attached application and the act in all respects as my (our) agent in matters pertaining to the attached application.

Property Owner

Property Owner

Dated this _____ day of _____, 20_____, personally appeared before me, _____, the signer(s) of the Authorized Representative Affidavit who duly acknowledged to me that the executed the same.

Notary

