

City of St. Charles  
PO Box 58  
St. Charles, Idaho  
(208)945-9636



ALAN MICHAELSON, MAYOR

DALLAS ARNELL

JESS JOHNSON

KENT WILKES

KIT ANDERSEN

## **Application for Annexation/Zoning**

### **Applicant Information**

Name of Property Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_ Fax: (     ) \_\_\_\_\_ - \_\_\_\_\_ Cell: (     ) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: (optional) \_\_\_\_\_

### **Property Owner Consent**

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code 67-6507. (See Exhibit B)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Subject Property Information**

Address of subject property: \_\_\_\_\_

Applicant must also attach a copy of the legal description for the property as well as one of the following: a warrant deed, earnest money agreement, proof of option, etc. demonstrating current or pending ownership of the subject property.

Current Property Zoning: \_\_\_\_\_ Desired Zoning: \_\_\_\_\_

State the reason for the proposed annexation and any proposed plans for the use of the subject property:

\_\_\_\_\_

\_\_\_\_\_

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**Application Submittal Requirements:**

1. \_\_\_\_\_ Legal description of the property.
2. \_\_\_\_\_ Copy of the deed.
3. \_\_\_\_\_ Names and addresses of all adjoining owners of property and residents within three hundred feet (300') of the external boundaries of the land being considered as shown on record in the County Assessor's Office. (In a type A & B Annexation a letter of consent from each landowner besides the list of landowners is required.)
4. \_\_\_\_\_ One 8 ½" x 11" vicinity map.
5. \_\_\_\_\_ Completed Annexation Plan with Summary (Required sections are in Exhibit A)
6. \_\_\_\_\_ Posting Notice – Public Hearing Requirements: The applicant or city officials shall post a hearing notice on the property to be considered for annexation at least seven days prior to the public hearing date in accordance with state code.

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This application must be accompanied by a fee of \$500. This fee will be used to offset the cost of public hearing publications and postings, mailings, reviews by city appointed engineers, attorney and other professional fees, and any other necessary expenses incurred as a result of the annexation process. Any unused portion of this fee will be returned to the owner upon completion of the annexation process. In the event that costs and fees exceed this initial application fee of \$500, the applicant understands and agrees that he/she will be responsible to pay any and all such costs and fees. The City of Saint Charles will work closely with the applicant so that the use of funds in the process will be transparent and clearly communicated to the applicant. By signing below, the property owner and/or applicant agrees to these terms.

**Applicant/owner signature:**

X \_\_\_\_\_ Date: \_\_\_\_\_  
I certify that I have provided accurate information as required by this application form, to the best of my ability.

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**(Exhibit A)**  
**Annexation Plan Summary**

1. **SUBJECT PROPERTY:**
2. **DEVELOPMENT AND COMPREHENSIVE PLAN (include justification for proposed annexation):**
3. **ZONING:**
4. **CULINARY WATER SERVICE:**
5. **WASTEWATER COLLECTION:**
6. **POTENTIAL EFFECTS OF ANNEXATION:**
7. **CHANGES IN TAXATION AND OTHER COSTS:**

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## (Exhibit B)

(For Reference only)

To Whom It May Concern:

This notice is to inform you that the City of St. Charles is proposing an annexation of the properties owned by \_\_\_\_\_ located at \_\_\_\_\_ in St. Charles, Idaho. The proposed zoning for the property should the annexation be completed is \_\_\_\_\_ (Commercial/Residential/Agriculture).

A public hearing regarding the proposed annexation and zoning designation has been scheduled for \_\_\_\_\_ at \_\_\_\_\_ P.M. The City of St. Charles would like to invite you to attend and will welcome your input on this matter. Should you be unable to attend this hearing, written comments may be submitted. All written comments must be received no later than \_\_\_\_\_ (date) and can be sent by email to [saintcharlescity@gmail.com](mailto:saintcharlescity@gmail.com), or by mail to:

St Charles City Hall  
PO Box 58  
St. Charles, ID 83272

As a city policy, a one-page summary of the annexation plan is required for type A & B Annexations and is in accordance with Idaho State Code has been enclosed with this letter. A complete copy of the annexation plan can be obtained from the city clerk, Lisa Transtrum. The office hours for the city hall are every Tuesday from 10:00 A.M. until 2:00 P.M. You may also call Lisa at 208-945-9636 to make arrangements for a complete copy to be delivered to you via email or with any other questions you may have.

Sincerely,