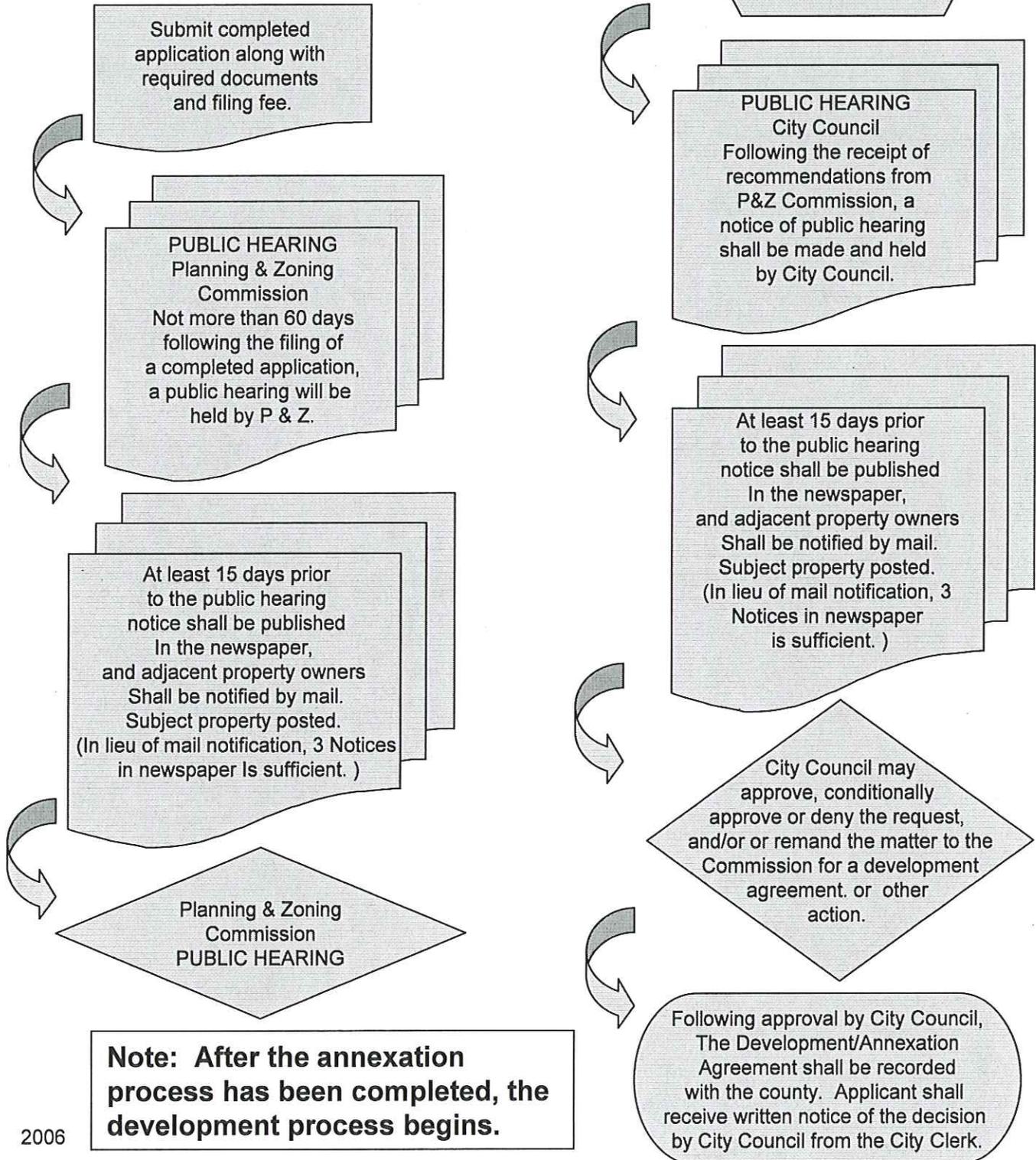




CITY OF RATHDRUM ANNEXATION PROCESS

The following flowchart is intended as a guideline only. Please make an appointment with the City Planner prior to submitting your application for annexation. Thank you.





**CITY OF RATHDRUM
APPLICATION FOR ANNEXATION**

1. Name of applicant: _____

Mailing Address: _____

Telephone/Fax numbers _____

2. ATTACH HERETO a legal description and map of the property, along with a diskette of the boundaries. The legal description shall be a definite boundary described by metes and bounds, one which can be mapped on a tax code area map, and includes:

- Section, Township, Range, and Meridian
- An initial point
- A true point of beginning
- A closure accuracy of at least one (1) part in five thousand (5,000)

The map shall be prepared in a draftsman-like manner as "an original graphic representation or precise copy matching the accompanying legal description and drafted to scale using standard mechanical drawing instruments or a computer."

3. ATTACH HERETO a title report.

4. ATTACH HERETO a description of the existing land use and zoning.

5. ATTACH HERETO a description of the proposed land use and requested zoning.

6. ATTACH HERETO a vicinity map showing the surrounding uses and zoning, out to a quarter of a mile from the property.

7. ATTACH HERETO an impact study describing the impact of the proposed annexation and zoning on the following:

- | | |
|-----------|---|
| • Streets | • Schools |
| • Water | • Police and fire protection |
| • Sewer | • Public service (power, telephone, etc.) |

8. ATTACH HERETO a narrative statement demonstrating that the requested annexation and zoning conforms to the goals and policies of the Rathdrum Comprehensive Plan.

9. ATTACH HERETO correspondence from the School District and Fire District indicating support or opposition to the proposed annexation and zoning.

10. ATTACH HERETO a list of all recorded owners of property with 300' of the external boundaries of the concerned property, said list to be provided by a licensed title company.

11. ATTACH HERETO the appropriate filing fees for annexation and zoning.

Applicant's signature: _____

Date: _____

RECEIVED:

Date Stamp)



ROUTING: Received by:

Filing Fee Received

Account set up

Planning & Zoning

Public Works

City of Rathdrum

ANNEXATION CHECKLIST

1	Property Name _____	Zoning _____	DATE _____
	Owner's Name _____	Telephone _____	
	Address _____		
	Applicant(s) Name _____	Telephone _____	
	Address _____		
	Other Contact _____		

X

- 2 LEGAL DESCRIPTION (and diskette)
- 3 TITLE REPORT
- 4 Description of existing land use and zoning
- 5 Description of proposed land use and requested zoning
- 6 Vicinity map showing surrounding uses and zoning out to 1/4 mile from property
- 7 An impact study (see application for details)
- 8 Narrative statement of proposed annexation (see application for details)
- 9 Correspondence from School District and Fire District in support or in opposition of proposal
- 10 List of recorded property owners within 300' of external boundaries provided by licensed title company
- 11 Filing fee _____ \$