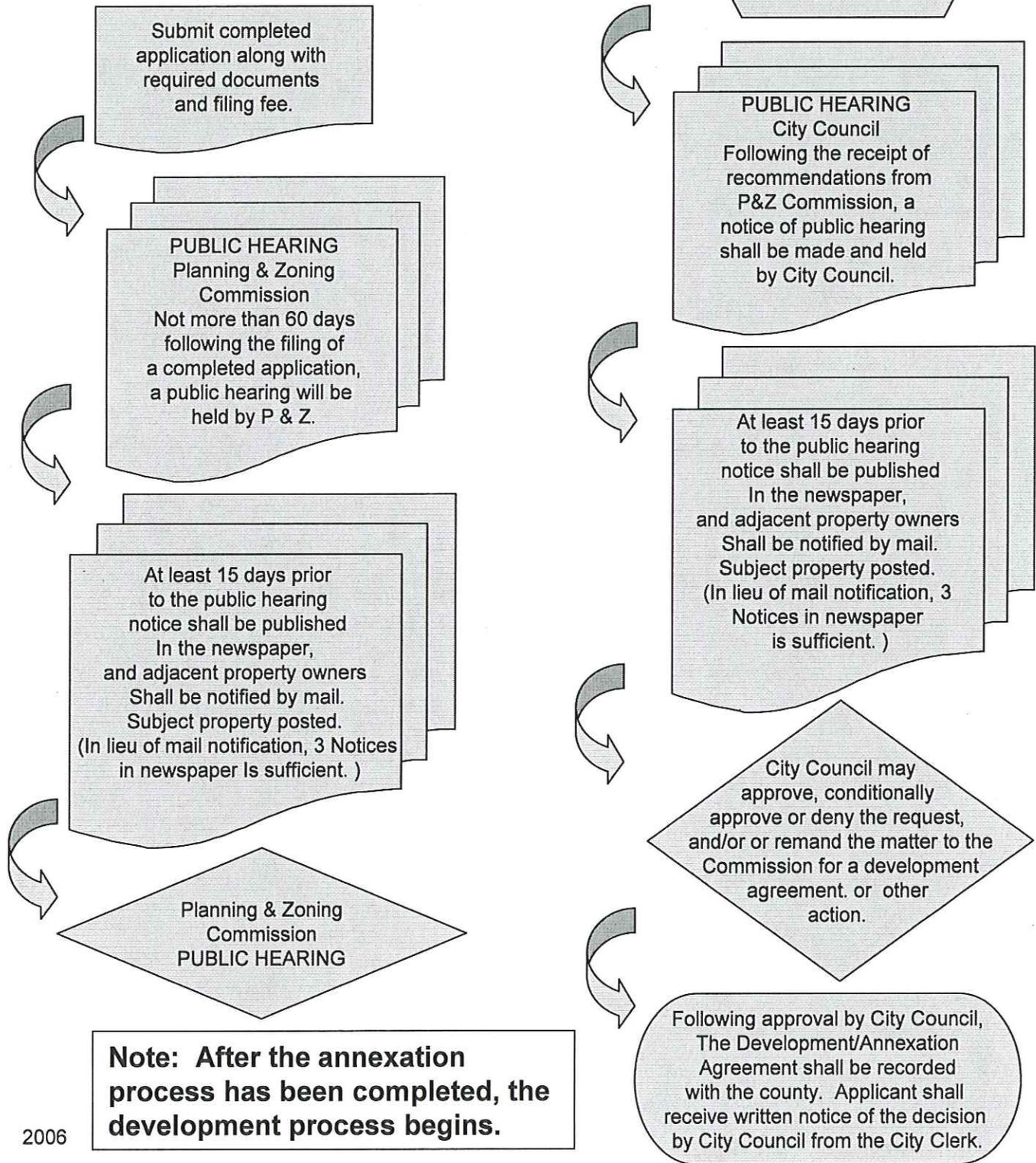




# CITY OF RATHDRUM ANNEXATION PROCESS

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.



**Note: After the annexation process has been completed, the development process begins.**



## CITY OF RATHDRUM APPLICATION FOR ANNEXATION

Name of applicant: \_\_\_\_\_

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

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Provide the following information under separate cover:

1. Vicinity map showing location of subject property, the local street network, surrounding zoning, and current land use activities on adjacent properties out to a quarter of a mile from the property.
2. Title report confirming current ownership and a letter from owner providing permission to process the proposal for annexation.
3. A copy of the current deed(s) to the property proposed for annexation.
4. Legal description identifying a definitive boundary described by metes and bounds incorporating a) Township, Range, Section and Meridian, b) initial point of beginning and c) true point of beginning, OR provide lot, block and subdivision name if the proposed area for annexation is platted.
5. Narrative statement providing:
  - a. Proposed zoning and description of the existing land use and zoning.
  - b. Description of the impact of the proposed annexation and zoning on:
    - 1) Public Streets,
    - 2) Public Water and Sewer Systems,
    - 3) Schools,
    - 4) Police and fire protection, and
    - 5) Utility services (power, telephone, etc.).
  - c. How the requested annexation and zoning conforms to the goals and policies of the Rathdrum Comprehensive Plan and availability of public facilities.
  - d. Compatibility of proposed annexation and zoning with the surrounding zoning and existing uses.
6. Listing and three (3) sets of mailing labels of property owners within a 300 foot radius of the property as prepared by a licensed Kootenai County title company and issued within the past 60 days. Include your own address and others whom you wish to receive hearing notices.
7. Letters providing comments from the Lakeland School District and Northern Lakes Fire Protection District concerning the proposed annexation and zoning.
8. Processing fee made payable to the City of Rathdrum (Fee sheet attached).

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

<b>1</b>		DATE _____
	Property Name _____	Zoning _____
	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 \_\_\_\_\_ \$