



Legal Description of Subject Property: _____
 Address or Location of Subject Property: _____
 Existing Zoning and Existing Use: _____
 Proposed Zoning and Proposed Use: _____
 Total Land Area of Property (in square feet and acres): _____

Project Name: _____
Name of Property Owner: _____
 Phone #: (_____) - _____ Cell #: (_____) - _____ Fax #: (_____) - _____
 Mailing Address: _____
 Email: _____

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. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any ex parte discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: _____ Date: ____ / ____ / ____

Name of contact on behalf of Trust or LLC (if applicable): _____
 Phone #: (_____) - _____ Cell #: (_____) - _____ Fax #: (_____) - _____
 Mailing Address: _____
 Email: _____

Application Contact (if different than above): _____

***Application Contact will be the Planning Department's primary point of contact for questions related to the application.*

Phone #: (_____) - _____ Cell #: (_____) - _____ Fax #: (_____) - _____
 Mailing Address: _____
 Email: _____

FOR CITY USE ONLY

Annexation Application Fees: *Cost of additional noticing, recording fees, and other direct costs will also be assessed.*

Application fee (to be determined by council on a case by case basis.....)	\$	
Additional fees for service rendered (including, but not limited to fees for City Attorney, City Engineer and Staff) may be billed to the applicant.		
Publication cost shall be billed to the applicant.....	\$	
Laminations for Posting Property (\$18 x 3).....	\$	54.00
Mailing (# of addresses _____) + [13 agencies] x 3 x (____ postage & 15¢ for paper, envelope & label).....	\$	
Total Due	\$	_____

See attached checklist for items that must be submitted with this application in order for application to be considered complete.

ANNEXATION CHECKLIST

The following items must be submitted with the application for the application to be considered complete (√)

- _____ One (1) large set of plans to scale including:
 - _____ Vicinity map showing the general area of the annexation
 - _____ Parcel map showing accurate boundaries of the parcel proposed for annexation.
 - _____ Schematic design of the entire project showing proposed uses density, streets, alleys, easements and proposed size and location of open spaces and park parcels.
- _____ Seven (7) large set of above plans (after initial administrator review).
- _____ Ten (10) 11' x 17' copies of above plans (after initial administrator review).
- _____ PDF files of all required documents and 11" x 17" plans/maps.
- _____ Description of proposed project, including the approximate:
 - _____ Number and size of proposed lots
 - _____ Length and location of proposed water and sewer mains
 - _____ Length and location of proposed streets and alleys
 - _____ Length and location of proposed sidewalks
 - _____ Length and location of all proposed easements
- _____ Written description of how proposed annexation:
 - _____ Will protect Carey's established or proposed drinking water protection zones
 - _____ Will impact existing municipal infrastructure and services.
 - _____ Complies with specific goals and policies of the Carey Comprehensive Plan
 - _____ Is compatible with adjacent neighborhoods
 - _____ Incorporates and/or mitigates natural resources and natural hazards.
 - _____ Incorporates contributions and/or dedications to the public.
 - _____ Will maintain streets, alleys, parks and utilities (both public & privately owned utilities) and how maintenance will be funded.
- _____ Description of contributions and/or dedications the applicant is willing to make as part of the proposed Annexation
- _____ Fiscal impact analysis (may be submitted when reviewed by City Council).
- _____ Phasing plan showing proposed dates of construction and completion of phased construction for infrastructure, streets, alleys, utilities and all other development.
- _____ The following studies must be supplied:
 - _____ Traffic study

- _____ Wildlife study (if requested)
- _____ Level I environmental study (if requested)
- _____ Contour map depicting 15% and 25% slope lines.
- _____ Floodplain study (if applicable)
- _____ Avalanche study (if applicable)
- _____ Wetland study (if applicable)
- _____ Proof of ownership interest. **Current title report** for the land to be subdivided and a copy of the owner's **recorded deed** to the property,
- _____ Affidavit of legal interest if applicable (to pull permits or do work on behalf of property owner).
- _____ Names and addresses of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Submit paper copy and electronically on excel spreadsheet. Names and addresses can be obtained using the Blaine County map server (<http://maps.co.blaine.id.us/>) or from Blaine County Assessor's office. Assistance can be provided by the Planning and Zoning Administrator upon request.
- _____ Names and addresses of easement holders within the subject property. Spreadsheet referenced above should have an area for inclusion of this information.
- _____ Fees as per page one (1) of this application.