

City of Lawrence
Administrative Policy

SUBJECT Annexation		APPLIES TO Appropriate City Departments and Divisions	
EFFECTIVE DATE July 2, 1996	REVISED DATE		
ADOPTED BY City Commission - Resolution No. 5810		TOTAL PAGES 2	POLICY NUMBER AP-74

1.0 **Purpose**

To establish policies for the annexation of property into the City of Lawrence.

2.0 **Procedure**

1. The City shall require that annexation applicants complete an application for annexation in substantially the same form and content of the attached annexation application.
2. The City shall require, prior to the adoption of the annexation ordinance, that the costs associated with compensation to a Rural Water District pursuant to K.S.A. 12-527 be paid to the City by the annexation applicant for Rural Water District facilities serving the property to be annexed. The requirement for property owner payment may be waived by the City in circumstances where the City is requesting annexation of the property to eliminate unincorporated enclaves of property.
3. In areas of the community where City boundaries nearly surround or completely surround unincorporated property parcels, the City shall encourage property owners to consent to annexation. The City may initiate procedures to unilaterally annex these parcels. The policy intent of this requirement is to provide for generally uniform city boundaries, avoid confusion over service delivery due to irregular jurisdiction boundaries, and avoid unincorporated enclaves of property.
4. In reviewing annexation requests, the City shall encourage property owners to consent to the annexation of all portions of property under their ownership which should logically be included within City boundaries. To this end, annexations should not create enclaves of partially or completely surrounded unincorporated property, nor create City boundaries with irregular shapes or

dimensions.

5. The City shall require that property owners consent to annexation in order to receive City water, sanitary sewer, and/or sanitation service, absent wholesale service agreements with other government jurisdiction.

6. As guided by adopted planning documents, the City shall encourage property owners to consent to annexation prior to the development of properties which are located generally in the projected growth areas of Lawrence. Annexation into the City ensures coordination of services and infrastructure and that development will occur to City standards for properties located in the anticipated growth areas of the community.