REQUEST FOR ANNEXATION

Application Requirements for annexations greater than 10 acres

Application materials must be submitted in both print and electronic format, on disc. If you are unable to provide the materials in electronic format, please contact the Planning Office at 785-832-3150.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date ______________, 20__.  
Planner’s Name ________________________
Target Submission Date ______________, 20__.
Fee: __ No fee for annexation requests ____________

During the meeting Planning Staff will assist the applicant to determine if the following items are Required or Not Applicable:

R NA  Consent to Annexation Form
☐ ☐  Legal Description of property.
☐ ☐  Copy of last recorded deed on the property.
☐ ☐  Map of requested annexation area.
☐ ☐  Any other information as requested by Staff: ____________________________
General Request for Annexation
Submittal Requirements

❖ Application Form
   □ A complete Application Form, in both print and electronic format, on disc.

❖ Attachments Required
   □ Legal description of property in print and electronic format (MS Word).
   □ Consent to Annexation Form in print and electronic format.
   □ Last recorded deed on property in print and electronic format.
   □ Map of requested annexation area in print and electronic format.
   □ Other information requested by staff in print and electronic format.

❖ Other
   □ Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
REQUEST FOR ANNEXATION
DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)

The following items apply to annexation applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) by the applicant. (Circled items have not been reviewed due to time constraints.)

Pre-Application Meeting

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1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required:

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<tr>
<td>a). Consent to Annexation Form (See attachment)</td>
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<td>b). Legal Description (See attachment)</td>
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<td>c). Copy of last recorded deed.</td>
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<td>e). Other information requested by staff.</td>
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Other Requirements

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<td>Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.</td>
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REQUEST FOR ANNEXATION
Application Form

OWNER INFORMATION

Name(s) ____________________________________________________________
Contact ____________________________________________________________
Address __________________________________________________________________
City __________________________________ State _______ ZIP ____________
Phone (___) __________________________ Fax (___) __________________________
E-mail __________________________________ Mobile/Pager (___) ____________

APPLICANT/AGENT INFORMATION

Contact ____________________________________________________________
Company ____________________________________________________________
Address __________________________________________________________________
City __________________________________ State _______ ZIP ____________
Phone (___) __________________________ Fax (___) __________________________
E-mail __________________________________ Mobile/Pager (___) ____________
Pre-application Meeting Date __________________________________ Planner __________

PROPERTY INFORMATION

Project Name __________________________________________________________
Present Zoning District ____________________ Present Land Use ____________________
Proposed Land Use __________________________
Legal Description (may be attached) __________________________________
Address of Property ______________________________________________________
Total Site Area _________________________________________________________
Number and Description of Existing Improvements or Structures ________________

Pre-Application Meeting required minimum 7 days before submission
Planner __________ Date __________ Fee __________
ADDITIONAL INFORMATION

Is the property currently served by:

City water service  YES  NO
City sanitary sewer service  YES  NO
Rural water district water service  YES  NO

If yes, please describe the rural water district facilities

If the property is currently served by rural water district service, state law requires that the City pay the RWD for RWD facilities serving the property upon annexation. City policy requires that this cost be paid by the annexation applicant.

Does the property currently abut City of Lawrence boundaries?  YES  NO

Is the annexation request contingent upon rezoning or other land use regulatory decisions?  If yes, please describe.  YES  NO

Please describe the existing structures or improvements on the property.

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Reason for Request:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially Request Annexation by the City of Lawrence as indicated above.

Signature(s): ________________________________ Date ______________

____________________________________________ Date ______________

____________________________________________ Date ______________

____________________________________________ Date ______________

STAFF USE ONLY

Application No. _________________________________

Date Received _________________________________

Planning Commission Date _____________________

Fee $ _________________________________
Note to Applicant:

Replace this page with “Exhibit A, Legal Description”.
PETITION AND CONSENT TO ANNEXATION INTO THE CITY OF LAWRENCE, KANSAS

To: The Governing Body of the City of Lawrence, Kansas:

The undersigned owners of record of the following described tract of real property hereby petition the Governing Body of the City of Lawrence, Kansas (the “City”) to annex such land to the City pursuant to the laws of the State of Kansas. The land to be annexed is legally described in Attachment A, which is attached to this petition and incorporated by reference as if fully set forth herein.

Such land lies adjacent to public right-of-way which touches the City of Lawrence, Kansas boundary line.

The undersigned further warrants and guarantees that they are the only owners of record of the tract of property described in Attachment A. The petition and consent to annexation shall only be valid at such time as the property described is within 1000’ of municipal (City) water utility line, and shall be binding upon all successors in title, assigns, and heirs.

Property Owner of Record: ________________________________________________

Address of Owner: _______________________________________________________

Property Owner signature: ________________________________________________

(If property is owned by married couple, both must sign. If corporate or partnership entity holds title, please note authority to execute petition.)

STATE OF KANSAS     )
COUNTY OF DOUGLAS )

The foregoing petition and consent to annexation was acknowledged before me this ______________ day of _________________________, _________, by ____________________________, and affixed my official seal on the day and year last above written.

__________________________________    Date: _____________________________
Notary Public
Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the annexation application submitted by:

Name: __________________________________________ Date: ____________

Application No. __________________________________________

Based upon the submitted information, I find the application to be:

☐ Complete (based upon the items reviewed)

☐ Incomplete, inaccurate, or insufficient (circle) for the following reasons:

☐ The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan’s/application’s compliance with Development Code standards.

☐ The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan’s/application’s compliance with Development Code standards.

☐ The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.

☐ Other

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Planner ____________________________________________________________ Date ____________

Resubmit by _______________________ to be placed on the agenda for the Planning Commission meeting on ___________________. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)