Orem City DRC Packet

Annexation

Step 1: Petition for Annexation

- Petition for Annexation applications can only be accepted if the area to be annexed is included in Orem City's Annexation Plan, which can be found in Chapter 2.2 of the Orem General Plan.
- Complete the DRC application, checklist, and questionnaire.
- Submit a list of all property owners. If the property is owned by a trust or business, list all members of that trust or business.
- Submit the current plat of the property.
- Pay annexation application fees.
- Application fees cover three rounds of DRC.
- **See page 3 of this packet for detailed instructions.**

Step 2: DRC for Petition

1. **Submit Documents.** Submit a complete set of documents by Monday at 12pm.
2. **DRC Review.** The DRC will review those documents. Reviews are held from Tuesday to Tuesday.
3. **Redlines.** If there are redlines, they will be sent on the Tuesday after reviews are done. Fix them and resubmit by Monday at 12pm.
4. **DRC steps 1-3 will repeat until the plans are approved by the DRC.**

Step 3: City Council for Petition

- Your petition for annexation will go before the the City Council. At this point in the process, the Council will only vote on whether or not to accept your petition for annexation. They will **not** vote on the annexation itself.
- City Council is usually held every second and fourth Tuesday.
- Staff is required notify the public two weeks in advance of each meeting. Your petition for annexation must be approved by the DRC by that deadline.

Step 4: Review Period

- After approval, the City and County have 30 days to review your request for annexation to ensure that there will be no issues in the transfer or jurisdiction. This 30 days begins the day the City Council approves your petition.

Step 5: Protest Period

- If there are no issues found in during the review period, then the City will notify all adjoining properties that you are requesting annexation into the City.
- Your neighbors have 30 days to provide feedback to the City. This is called the 'Protest Period'.

Step 6: DRC for Annexation

1. **Submit Documents.** Submit the same complete set of documents from the previous DRC step by Monday at 12pm.
2. **DRC Review.** The DRC will review those documents. Reviews are held from Tuesday to Tuesday.
3. **Redlines.** If there are redlines, they will be sent on the Tuesday after reviews are done. Fix them and resubmit by Monday at 12pm.
4. **DRC steps 1-3 will repeat until the documents are approved by the DRC.**

Step 6: Planning Commission for Annexation

- The Planning Commission is a body of citizens appointed by the City Council. They will make a recommendation to the City Council regarding the annexation.
- The Planning Commission usually meets on the first and third Wednesdays of the month.
- The annexation request must be approved by the DRC at least two weeks prior to the meeting.

Step 7: City Council for Annexation

- The annexation request will go before the City Council again. This vote is for the final decision on the annexation.
- After receiving City Council approval, your property is a part of Orem City.

How to Apply

1. **Complete the Checklist.** Each box must either be checked off or have a note that explains why it is not. If you do not complete the checklist, you must instead provide a written document that explains why you do not have the checklist.
2. **Complete the DRC Questionnaire.** If a portion of the questionnaire does not apply to you, explain why.
3. **Complete the Application.** Fill out the application. Check the appropriate boxes. The application fees are listed there.
4. **Email the completed forms and a complete set of required documents** to jrharding@orem.org and chvargas@orem.org.
5. **Pay Application Fees.** You can pay these by check, cash, or card. You may call Development Services at 801-229-7058 to pay over the phone. If you'd rather, you may also pay in person in Room 105 at the Orem City Center located at 56 N State Street. The fees for your project are listed on the Application. Payment must be received by Monday at 12pm to be reviewed that week.

- **Important Note.** Incomplete applications may not be accepted.

DRC Checklist

Annexation

This checklist must be filled out completly in order to apply for annexation. Each individual item must be checked off.

☐ Submit with Application

- ☐ An accurate plat or map of the property(s) to be prepared by a licensed surveyor.
- ☐ A list of all property owners. If an owner is a trust or a business, then each member of that trust or business must be listed.

DRC Application
Annexation

Applicant Information:			
Name:		Phone:	
Address:		City:	
Email:		State:	Zip:

Project Information:	
Project Name:	
Project Address:	

Fees:		
All Annexation Applications	☐ Annexation Fee	$3,297
	☐ Newspaper Notice Fee	$900
	☐ Public Notice Sign Fee	$689
	☐ Neighborhood Notice Fee	TBD
	Total:	

Deadline:

Except in the case of a holiday, the deadline for DRC Applications is **Monday at 12pm**. Please call Development Services to determine the deadline in the event of a holiday.

Signature:

Applicant Signature:

Office Use Only:

Project ID Number:

Date Paid:

Received By:

Contact Person:		
Contact Person:	Phone:	Email:

DRC Questionnaire

Annexation

Please briefly describe your annexation proposal:

Petition for Annexation

Annexation

WE THE UNDERSIGNED owners of certain real property lying contiguous to the present municipal limits of the City of Orem, Utah, hereby submit this *Petition for Annexation* and respectfully represent the following:

1. This petition is made pursuant to the requirements of Section 10-2-403, Utah Code Annotated (UCA).
2. The property subject to this petition is an unincorporated area contiguous to the boundaries of the City of Orem and the annexation thereof will not leave or create an unincorporated island or peninsula.
3. The signatures affixed hereto are those of the owners of private real property that:
   a. Is located within the area proposed for annexation;
   b. Covers a majority of the private land area within the area proposed for annexation;
   c. Covers 100% of the private land area within the area proposed for annexation is the area is within:
      - An agricultural protection area
      - A migratory bird production area
   d. Is equal in value to at least one third (1/3) of the value of all private real property within the area proposed for annexation; and
   e. Lies contiguous to the present boundary of the City of Orem's corporate limits, is described in Exhibit "A", and which is incorporated herein by this reference, and is located generally at:
4. The manner in which it was established that at least one-third (1/3) of the value of all the private property sought to be annexed is owned by the signers of this petition is shown in the attached Exhibit "B," and is incorporated herein by this reference.
5. The **total** acres and **total** assessed value of **all** the lands sought to be annexed are _____ acres and $ _____ assessed value. Values of lands owned by the signers of this petition are as follows:

Owner of Record	Parcel Size	Assessed Value	Utah County Tax ID Number

6. The petitioners have caused an accurate plat or map of the above-described property to be prepared by a licensed surveyor, which plat or map is attached herewith.
7. This *Petition for Annexation* does not propose annexation of all or a part of an area proposed for annexation in a previously filed petition that has not been denied, rejected, or granted.
8. This *Petition for Annexation* does not of all or part of an area proposed to be incorporated in a request for a feasibility study under Section 110-2-106 UCA if:
    a. This request or petition was filed before the filing of this *Petition for Annexation*.
    b. The request, a petition under section 10-2-109 UCA based on that request, or a petition under Section 10-2-125 UCA is still pending on the date this *Petition for Annexation* was filed.
9. The names and mailing addresses of all the owners of the parcels of land located within the City of Orem within 500 feet of the area proposed for annexation are:

Owner of Record	Mailing Address

WHEREFORE, the petitioners hereby request that this petition be considered by the Orem City Council at its next regular meeting, or as soon thereafter as possible, that a resolution be adopted as required by law accepting this *Petition for Annexation* for further consideration, and that the governing body take such steps as required by law to complete the annexation herein petitions.

Dated this _____ day of _____, 20____.

The petitioner(s) hereby sign(s) this Petition for Annexation and designate no more than five of the signers as "Sponsor," one of whom has been designated "Contact Sponsor/Petitioner," and has provided the mailing address and phone number of each sponsor.

Contact Sponsor/Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:

Sponsor/Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:
Sponsor/Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:
Sponsor/Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:
Sponsor/Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:
Petitioner:	Name:	
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Petitioner:	Name:	
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Petitioner:	Name:	
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Petitioner:	Name:	
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Petitioner:	Name:	
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	Address:	
	Phone:	Email:
Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:
Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:
Petitioner:	Name:	
	Signature:	
	Address:	
	Phone:	Email:

Provided for Long Lists

Annexation

Values of lands owned by the signers of this petition are as follows:

Owner of Record	Parcel Size	Assessed Value	Utah County Tax ID Number

The names and mailing addresses of all the owners of the parcels of land located within the City of Orem within 300 feet of the area proposed for annexation are:

Owner of Record	Mailing Address