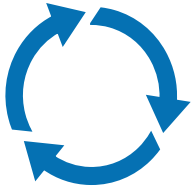


### **Step 1: Petition for Annexation**



- Petitions for Annexation applications can only be accepted if the area to be annexed is included in Orem City's Annexation Plan, Chapter 2.2 of the [Orem General Plan](#).
- Complete the 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 application fees.
  - NOTE: Application fees only cover three (3) technical reviews. A resubmittal fee will be due with the fourth submission.

### **Step 2: Technical Review for Petition**



- Submit all required documents and application fees by Monday at 12pm.
- The staff will review the documents.
- Review sessions are held from Tuesday to Tuesday each week.
- If there are redlines, they will be sent via email on the Tuesday when the review is completed.
- Fix and resubmit by Monday at 12pm.
  - This will repeat until the plans are approved by the Development Review Committee (DRC).

### **Step 3: City Council for Petition**

- Your petition for annexation will go before the City Council. At this point 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 typically held every second and fourth Tuesday.

### **Step 4: Review Period**

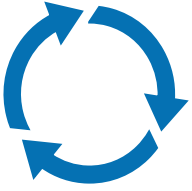


- After accepting your petition, the City and County have 30 days to review your request for annexation.
- This 30 days begins the day that the City Council approves your petition.

### **Step 5: Protest Period**

- If there are no issues found during the review period, 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.

### **Step 6: Technical Review for Annexation**



- Submit the same complete set of documents from the previous technical review submittal by Monday at 12pm.
- The staff will review the documents.
- Review sessions are held from Tuesday to Tuesday each week.
- If there are redlines, they will be sent via email on the Tuesday when the review is completed.
- Fix and resubmit by Monday at 12pm.
  - This will repeat until the plans are approved by the DRC.

### **Step 7: Planning Commission for Annexation**



- The Planning Commission will make a recommendation to the City Council regarding the annexation.
  - The Planning Commission typically meets on the first and third Wednesdays.

### **Step 8: 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, the property is a part of Orem City.

## **How to Apply:**

1. **Complete the Checklist.** The checklist must be completely filled out to apply. Applications with incomplete checklists will not be accepted.
2. **Complete the Questionnaire.**
3. **Complete the Application.** Fill out the application. The application fees are listed here.
4. **Submit Documents.** Email all documents, plans, and application to [chvargas@orem.gov](mailto:chvargas@orem.gov) and [mkwagstaff@orem.gov](mailto:mkwagstaff@orem.gov).
5. **Pay Application Fees.** Fees marked with “TBD” need to be calculated by a planner. Fees can be paid in person by coming into our office or over the phone by calling Development Services at 801-229-7058. If you pay with a card, a surcharge of 2.5% will be applied.



# Development Checklist

## *Annexation*

**This checklist must be completely filled out to apply for annexation. All items must be checked off.**

**Submit with Application:**

- Payment of application fees
  - Please contact Development Services at 801-229-7058 for the fee total.
- A PDF copy of an accurate plat or map of the property(s) prepared by a licensed surveyor.
- A list of all property owners.
  - If an owner is a trust or a business, then each member of the trust or business must be listed.

**\*\*Note: If the provided spaces for property owners on record, the value of the land proposed to be annexed, or petitioners is not adequate. Please submit the additional information in a separate document.**



# Development Application Annexation

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

Contact Person (Owner / Engineer):	
Name:	Name:
Email:	Email:
Phone:	Phone:

Project Information:	
Project Name:	
Project Address:	

Fees:		
All Annexation Applications:	Annexation Fee	\$3,734
	Newspaper Notice Fee	\$900
	Public Notice Sign Fee	\$788
	Neighborhood Notice Fee	TBD
Total:		

Signature:

Office Use Only:	
Application Date:	
Date Paid:	
Project ID Number:	
Received By:	

**NOTE:**  
Please include anyone who needs updates about the approval status of the project as a contact person.  
All items must be submitted and all fees paid by MONDAY at 12pm of the week you wish to have the project reviewed.



# Development Application

## *Annexation Questionnaire*

Please briefly describe your annexation proposal:



# Petition for 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 as follows:

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



# Petition for Annexation

- 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 propose annexation 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 designates 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.

<b>Contact Sponsor/ Petitioner:</b>	Name:	
	Signature:	
	Address:	
	Phone:	Email:

<b>Sponsor/ Petitioner:</b>	Name:	
	Signature:	
	Address:	
	Phone:	Email:
<b>Sponsor/ Petitioner:</b>	Name:	
	Signature:	
	Address:	
	Phone:	Email:
<b>Sponsor/ Petitioner:</b>	Name:	
	Signature:	
	Address:	
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<b>Sponsor/ Petitioner:</b>	Name:	
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	Signature:	
	Address:	
	Phone:	Email:
<b>Petitioner:</b>	Name:	
	Signature:	
	Address:	
	Phone:	Email:
<b>Petitioner:</b>	Name:	
	Signature:	
	Address:	
	Phone:	Email:

## Utah County Application Instructions:

1. Petitioner contacts the Clerk/Auditor's Office requesting that the County mail notice in accordance with Utah Code Section 10-2-403. This contact may come from the petitioner directly or from the city.
2. The Clerk/Auditor's Office will provide the petitioner or city with the application form.
3. Petitioner fills out all of the information on the application form and returns the completed application form to the Clerk/Auditor's Office, and also provides an 8.5 x 11 map of the annexation area and pays the \$25 application fee to the Clerk/Auditor's Office.
4. After confirming the application form is complete and the application fee paid, the Clerk/Auditor's Office will forward the completed application form and map to the County Surveyor.
5. The County Surveyor's Office will determine the property mailing addresses in the annexation area and property mailing addresses within 300 feet of the annexation area and provide the list of mailing addresses and the time spent to the Clerk/Auditor's Office.
6. The Clerk/Auditor's Office will generate an invoice and provide it to the petitioner. The invoice will consist of a \$100 minimum, plus an additional \$50 per hour of staff time after the first two hours, plus \$2 per address, minus the \$25 application fee already paid by the petitioner.
7. Within 20 days of receiving payment of the full invoice by the petitioner, the Clerk/Auditor's Office will mail - or cause to be mailed- the notices to the list of mailing addresses previously generated.
8. The notice and annexation area map are the only documents that will be in the envelope sent to the list of mailing addresses previously generated.
9. After the required notices are sent out, then the Clerk/Auditor's Office will sign a letter certifying that the required notices were sent and will send that letter to the city and to the petitioner.



# Orem City Contacts

If you have questions or concerns about the application or approval process please feel free to reach out to any of the staff members listed below. For general questions, please contact Planning/Zoning, for most specific questions contact Kody Potter or whomever you feel is in the department most applicable to your question.

NAME:	TITLE:	PHONE:	EMAIL:
<b>Planning/Zoning:</b>			
Cheryl Vargas	Associate Planner	801-229-7183	chvargas@orem.gov
Makayla Wagstaff	Associate Planner	801-229-7239	mkwagstaff@orem.gov
<b>Engineering:</b>			
Kody Potter	Engineer	801-724-3524	kpotter@orem.gov
John Dorny	Transportation Engineer	801-229-7508	jadorny@orem.gov
<b>Storm Water</b>			
Rick Sabey	Storm Water Section Manager	801-229-7545	rksabey@orem.gov
Chelsea Lindsey	Storm Water Program Manager	801-229-7574	cdlindsey@orem.gov
<b>Sewer:</b>			
Chad Johnson	Public Works Field Supervisor	801-229-7485	cnjohnson@orem.gov
Dylan Hanseen	Pretreatment Coordinator	801-229-7491	djhanseen@orem.gov
<b>Water:</b>			
Chris Clements	Public Works Project Manager	801-229-7559	cmclements@orem.gov
<b>Fire:</b>			
Derek Spencer	Fire Marshal	801-229-7147	dvspencer@orem.gov