



DATE RECEIVED

City of Helena
ANNEXATION BY PETITION

APPLICATION FEE: \$300.00
(Payable to the City of Helena)
ALL FEES ARE NON-REFUNDABLE

The undersigned, being all the Property Owner(s) or as legally authorized by all the Property Owner(s), of the property herein described, petitions the City of Helena to annex the same under the provisions of Title 7, chapter 2, part 46, MCA.

In support of this Petition, undersigned provides the following information:

- 1. **IS THE PROPERTY CONTIGUOUS TO EXISTING CITY LIMITS?** Yes_____ No_____
- 2. **HAS THE PROPERTY BEEN PREZONED?** Yes_____ No_____

If so, what is the zoning? _____

- 3. **IF NOT CURRENTLY PREZONED, WHAT ZONING IS PROPOSED?** _____

- 4. **PRESENT AND PROPOSED USE: (attach additional information if necessary)**

- 5. **IF WATER AND SEWER SERVICE DO NOT EXIST, HOW DO YOU PROPOSE TO GET SERVICE TO THE PROPERTY?** _____

- 6. **IN WHICH FIRE DISTRICT OR FIRE SERVICE AREA IS THE PROPERTY LOCATED?** _____

- 7. **IS THE PROPERTY SERVED BY A PRIVATE GARBAGE SERVICE?** Yes_____ No_____

Application Instructions

INTENT: Application to the City Commission for annexation into the City of Helena as described in §7-2-46, MCA.

GENERAL: Please submit the following:

- 1. ___ Application according to application deadline schedule available in the Community Development Department. The application fee must be paid at the time of application submittal.
- 2. ___ Application must be **COMPLETED** and **SIGNED** by the applicant and property owner. An incomplete application may delay review of your request. Attach additional information if needed.
- 3. ___ Vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; and City streets.

4. ___ A description of the boundaries of the area to be annexed.
5. ___ Storm water drainage plan, unless waived by the Public Works Director.
6. ___ Site plan.

REQUIREMENTS FOR SUBMITTING SITE PLAN:

1. Five (5) 11" x 17" copies of the site plan are required, plus one (1) copy reduced to either 8½" x 11" or 8½" x 14".
2. All lines must be drawn legibly. (Black or blue line prints from an original are acceptable.)
3. Drawn to one of the following scales: 1"=10'; 1"=20'; 1"=50'
4. Your site plan must have the following information (check each item prior to submitting application):
 - ___ complete legal description of property - name of addition/subdivision with block and lot number(s);
 - ___ lot dimensions and square footage;
 - ___ location, names, and widths of boundary streets, alleys and existing sidewalks;
 - ___ location and size of existing and proposed utilities such as sewer, water lines, fire hydrants phone, gas, power, etc.;
 - ___ locations, dimensions, and square footage of all structures and uses on the property;
 - ___ distance of all structures from property lines (front/side/rear yard setbacks);
 - ___ dimensions of any signs and their locations in relation to all property lines; and
 - ___ north arrow and scale.
 - ___ describe the legal and physical access to the property.

NEW CONSTRUCTION MUST COMPLY WITH THE FOLLOWING:

1. Building and fire codes, including required building and occupancy permits, and
2. The property owner must submit plans for review by the City of Helena for compliance with City infrastructure, zoning, and other Code requirements, provide proof of compliance with all building and fire codes for all new construction or remodels subsequent to the adoption of this resolution and prior to annexation of the property, and pay all fees for such reviews in the same manner and on the same basis as do owners of properties already in the City.

NOTE: ANNEXATION IS EFFECTIVE ONLY AFTER THE CONDITIONS OF ANNEXATION HAVE BEEN MET AND THE CITY COMMISSION HAS PASSED THE RESOLUTION OF ANNEXATION. INSTALLATION OF CITY WATER AND SEWER MAINS, FIRE HYDRANTS, STREETS, SIDEWALKS, CURBS AND GUTTERS MAY BE REQUIRED PRIOR TO ANNEXATION.

IT IS THE POLICY OF THE CITY COMMISSION NOT TO ACT ON A PROPOSAL IF THE APPLICANT/APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COMMISSION MEETING. City Planning Staff represents the City; staff cannot answer questions for the applicant.

3. Taxes and assessments must be paid and current at the time of filing the Resolution of Annexation.