



# ANNEXATION BY PETITION APPLICATION

Community Development Department, Planning Division  
316 North Park Avenue, Room 445, Helena, MT 59623  
406-447-8490; [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

Date received: \_\_\_\_\_

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:

**PROPERTY OWNER:** *Primary Contact?*

Name: \_\_\_\_\_ Primary Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**APPLICANT** (If different from property owner): *Primary Contact?*

Name: \_\_\_\_\_ Primary Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Company: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** *Primary Contact?*

Name: \_\_\_\_\_ Primary Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Company: \_\_\_\_\_

**ADDRESS OF PROPERTY:** \_\_\_\_\_  
Address City State Zip Code

Legal Description (Block & Lots, Subdivision, COS #) \_\_\_\_\_

Geocode \_\_\_\_\_

Is the property contiguous to existing city limits? Yes  No

What is the current County Zoning District \_\_\_\_\_

Has the property been pre-zoned Yes  No

If yes, what is the pre-zoning \_\_\_\_\_ If no, an application for pre-zoning must be submitted with this application.

- Are there other related Land Use Applications being submitted: Yes  No
- Submit proof of current paid taxes
- Is the property served by a private garbage service? Yes  No

**I HEREBY CERTIFY AND ACKNOWLEDGE THE STATEMENTS IN THIS APPLICATION AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. If multiple property owners, please submit the signature page at the end of this application with all property owners' signatures and address/property legal description and geocode.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                     Property Owner

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
                     (If different from Owner)

**Please provide all the information requested below. An incomplete application may delay the review of your request. Please Note: N/A is not an acceptable answer alone and requires an explanation if used.**

**APPLICATION INSTRUCTIONS:**

- 1. Provide a current deed and plat/COS of the subject property showing the metes and bounds of the property.
- 2. Provide a description of the present use of the property and any anticipated changes to the use if annexed.
- 3. Site plan including:
  - a. legal description of property - name of addition/subdivision with block and lot number(s);
  - b. lot dimensions and square footage;
  - c. location, names, and widths of boundary streets, alleys, and existing sidewalks;
  - d. location and size of existing and proposed utilities such as sewer, water lines, fire hydrants, phone, gas, power, etc.; and
  - e. locations, dimensions, and square footage of all structures and uses on the property and distance from property lines (front/side/rear yard setbacks);
- 4. Indicate whether the proposal meets the zoning dimensional standards for the proposed zoning;

- 5. Vicinity map of the area showing the location of the property in relation to surrounding land and zoning in the immediate area, water and wastewater mains, other utilities, and city streets;
- 6. Traffic analysis for any use that will generate more than two hundred (200) additional vehicle trips a day based on city pre-zoning;
- 7. Describe how city services including water, wastewater, city standards streets, and storm water drainage will be provided;
- 8. Describe how the proposed annexation conforms and is supported by the Helena Growth Policy and Land Use Map.

**IT IS RECOMMENDED THAT THE APPLICANT CONTACT NEIGHBORS TO INFORM THEM OF THIS PROPOSED ANNEXATION AND IDENTIFY ANY CONCERNS THAT THE APPLICANT MAY BE ABLE TO ADDRESS.**

**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.

**NEW CONSTRUCTION:**

The subject property might not be annexed if new construction or remodels of structures on the property after the adoption of a resolution of intention to annex and prior to annexation were not constructed in accordance with all building and fire codes.

**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.**

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

A waiver of the right to protest certain special districts may be required for annexation into the city.

**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 attached information. Attached information are true and correct to the best of my knowledge.

**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner