



ANNEXATION CHECKLIST

Community Development Department
8930 N. Government Way, Hayden, ID 83835
www.cityofhaydenid.us (208)209-2022

Requests for annexation of new lands into the City are considered when such annexation would result in a benefit to the City of Hayden that equals or exceeds the costs of such annexation, or when it is deemed beneficial to the pattern of development or economic prosperity of the community in the future.

A preliminary request is submitted in letter format to planning@cityofhaydenid.us to request the opportunity for the City Council to consider the annexation. The letter shall include the location, how many parcels, the total acreage, and the zone request designation at a minimum. If the request is approved, then the applicant may submit an annexation application.

CHECKLIST: A request is made by submitting the following:

- A current radius report consisting of a list, prepared by a title company that is licensed to do business in the state of Idaho, of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines three hundred feet (300') from the external boundary of the entire proposal area. Said list shall be accompanied by a date stamped tax parcel map prepared by Kootenai County. Note: list must be current within 60 days of issuing notice to public agencies.
 - Plot plan showing: the subject parcel(s); vicinity streets; location in relation to City boundaries; measurements of parcel(s) in lineal feet, and total acreage.
 - Tentative plan showing and a narrative describing the existing and proposed use of the site.
 - A Record of Survey conforming to State requirements and legal description of the property for which annexation is requested. *These documents must be approved by the County and the State before the Annexation Ordinance is placed on the Council agenda for approval. They may need to be revised to include any streets, right-of-ways, easements or additional properties that may be added to this annexation.*
 - Current Title Report.
 - Most current deed on file with the County.
 - Letter of authorization from the owner of record if different from applicant.
 - Legal description of the property in word format.
 - Additional information and/or studies as requested by City Council.
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NOTE:

- 1) *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*
- 2) *If Annexation request is approved, an **ADDITIONAL** fee shall be **REQUIRED** for the Annexation Agreement and post processing prior to recordation of the Annexation Ordinance.*