



Annexation Checklist

Annexation is the process of bringing property inside a community's municipal boundaries. Property must directly border the existing municipal boundaries to request annexation. Approval and adoption of a resolution by the City Council to annex the property is required before the property becomes part of the city.

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location of the proposed annexation (address(es) or parcel number(s) assigned by the county):
 - Purpose of Annexation Request: _____ - type in the reason why you wish to annex the property into the city
 - Number of acres: _____ - type in the size of the property to be annexed in acres
 - County location: (select Pennington or Meade)
 - Is the property located in a flood zone: (select Yes or No) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
 - Desired zoning of property (select which zoning category you want the property to have)
- ☐ **Site Plan** – plan showing existing conditions and proposed site changes.
- ☐ **Petition for Annexation** - Use the link in the General Information tab or get the Petition for Annexation form from the Planning Documents page of our website, print off and obtain the required signatures from property owners and registered voters, scan page or pages to submit application online, then mail or bring in the original petition pages to our office in the Public Works Administration Building at 206 Frontage Road. If you do not know how many registered voters there are on the property, contact the County Auditor's Office in which the property is located to find out.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov to get started.
- ☐ **Application Fee** – The \$250 application fee is invoiced after staff has reviewed the application. An invoice will be emailed to the billing contact on the application. The fee may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.

Optional: Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov and apply for a pre-application meeting.
- ☐ **Vicinity Map** – map of project and surrounding area (may be requested if location is unclear).
- ☐ **Legal Description List** – list of the legal description(s) of the parcel(s) involved in the request. (may be requested if location is unclear).
- ☐ **Landowner's Authorization** – signed letter from the landowner(s) giving permission for a request to be made by another party on their behalf (may be requested if applicant is not the landowner).
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



Annexation Process

