

Annexation Submittal Checklist*

Description: Annexation refers to the process of bringing land into the corporate limits of the City. Annexation is subject to the requirements of state law.

An annexation application can be found at sheridanwy.viewpointcloud.com/

Submittal Items:

- An annexation report fee of \$1000.
- An executed (signed and notarized) petition for annexation
- A list of names and addresses of all property owners of unincorporated land within ½ mile of the boundary of the property proposed to be annexed, as well as owners of incorporated property adjacent to the property (List must be obtained from the Sheridan County Planning Office and be no more than 14 days old at the time of submittal).
- Evidence by deed or other staff approved documentation, that the applicant is the record owner of the property.
- For initial review, an annexation plat showing the following information:
 1. A written legal description
 2. Boundaries of the property, drawn to scale, and showing all bearings and distances
 3. Existing zoning and adjacent zoning within 1,000 feet
 4. Existing structures
 5. Title, scale, scale bar, north arrow, name and address of petitioners, name and address of preparer along with surveyor's signature and seal (licensed within the State of Wyoming)
- An additional 3 copies of the annexation plat for Planning Commission packets.
- A report with supporting documentation, detailing the following for the annexation report:
 1. estimated commercial acreage
 2. estimated commercial square footage
 3. estimated net residential acreage
 4. estimated residential density
 5. estimated number of residential lots
 6. estimated park land and open space
 7. estimated acreage for other services such as schools...etc.
 8. estimated cost of public improvements as follows
 9. right-of-way grading estimated l.f. and cost/l.f.
 10. sanitary sewer (onsite) estimated l.f. and cost/l.f.
 11. sanitary sewer (offsite) estimated l.f. and cost/l.f.
 12. water lines (onsite) estimated l.f. and cost/l.f.

* All applicants must attend a pre-application meeting prior to submitting a rezone application.

13. water lines (offsite) estimated l.f. and cost/l.f.
14. storm drain estimated costs
15. curb/gutter/sidewalks estimated l.f. and cost/l.f.
16. paving estimated l.f. and cost/l.f.

- Other documents that may be determined as part of the pre-application meeting, or staff review.

Post Approval/Plat Filing Items:

- Mylar of annexation plat.
- \$75 Filing fee

PETITION FOR ANNEXATION

TO: THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING

Pursuant to the provision of W.S. 15-1-403 et. seq. and other applicable statutes, the undersigned land owner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the annexation of eligible territory as determined by W.S. 15-1-402 adjacent to the City of Sheridan, Wyoming with the legal description as follows:

2. _____ is/are the sole owner(s) of said described property proposed to be annexed, and therefore constitute a majority of the landowners owning a majority of the area sought to be annexed.

3. A map of the area sought to be annexed is attached hereto, marked for exhibit, and made a part hereof.

4. Petitioners hereby request that said land be zoned _____ upon annexation.

WHEREFORE, petitioners pray that said territory be annexed into the City of Sheridan, Wyoming, pursuant to, and in accordance with the applicable Wyoming Statutes, and that said lands be zoned _____.

Date this _____ day of _____, 20_____.

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires _____