

Annexation Application City of Harrison

SUBMITTALS

An annexation request is made by submitting the following information to the City Clerk:

1. The completed attached form;
2. A Record of Survey conforming to State requirements (see attached), and Legal Description of the property for which annexation is requested (please see attached examples). After City Council approval of these documents, and of the annexation, (7) additional copies will be required.
3. A letter addressed to the Mayor and Council stating that you are requesting annexation into the City of Harrison and that you understand that there are annexation fees and an annexation agreement that will be negotiated. Please note that a mutually acceptable annexation agreement must be negotiated and executed within six months from the date of City Council approval of the zoning designation or any previous approvals will be null and void;
4. An owners' list prepared by a title insurance company, listing the addresses of all property owners within 300 feet from the external boundaries of the property described in the application, and the property owners within the property described in the application, The list shall be prepared using the last known name and address of such owners as shown on the latest adopted tax roll of the county;
5. A resident's list prepared by the applicant, listing the addresses of all residential property ~ that is not owner-occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application, and
6. A \$325.00 processing fee (payable to the City of Harrison).

Received: City Clerk: _____ Date: _____

Received: Planning: _____ Date: _____

Accepted: Planning: _____ Date: _____

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Please type or print the following required information:

APPLICANT:

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

Filing Capacity:

1. Recorded property owner as of _____
(date)
2. Purchasing (under contract) as _____
(date)
3. The Lessee or Renter as of _____
(date)
4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)

Engineer and/or Surveyor:

Name: _____

Mailing Address: _____

Telephone Number: _____

PRE- APPLICATION CONFERENCE REQUIRED

It is now a requirement to attend a pre-application conference. Please indicate the date when that conference took place: _____

ZONING DESIGNATION

In order to annex property, the City Council must classify the property within the city zoning classification system.

Existing County Zoning: _____

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Proposed City Zoning: _____

COMPREHENSIVE PLAN DESIGNATION

Property not currently located within the City Planning Area must receive a Comprehensive Plan Designation along with the new zoning classification.

Existing Comprehensive Plan: _____ (County)

Proposed Comprehensive Plan: _____ (City)

PROPERTY:

1. Attach a Record of Survey for the property showing:

a. Bearings and distances for the exterior boundaries of the request, including any linkages needed for contiguity, such as roadways, water or other land;

b. The existing city limits;

c. The proposed city limits;

d. The city limits of other nearby cities, when appropriate;

e. A narrative description of the property boundaries taken from the Record of Survey.

Please contact the City Clerk for assistance if you have any questions.

2. Size of area involved: _____ acres, and/or , _____ sq.ft.

3. Total length of streets included: _____ ft., and/or _____ miles.

4. Total number of lots included: _____

5. Average lot size included: _____

6. Existing land use: _____

7. Existing addresses: (if fewer than 10): _____

CERTIFICATION FOR ADDRESS LISTS OWNERSHIP LIST

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by _____ on _____

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(title company)

(date)

RESIDENTS LIST

Attached is a listing of the addresses of all residences that are not owner -occupied within 300 feet of this request as described under "Submittals",

The list was compiled by _____ (name) on _____ (date)

JUSTIFICATION

Please use this space to state the reason(s) for the requested zoning and annexation. Appropriate Comprehensive Plan goals and policies should be included in your reasons.

NOTIFICATION OF ADDITIONAL FEES.

Preparation of certain documents necessary to obtain Final Plat approval, if prepared by the City Attorney, will be billed to the applicant.

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APPLICATION CERTIFICATION

CERTIFICATION OF APPLICANT: *

_____ being duly sworn, attests that (applicant) he/she is the applicant of this request and knows the contents thereof to be true to his/her knowledge.

Signed _____

(Applicant)

Notary to complete this section: *

Subscribed and sworn to before me this

_____ Day of _____ 2025

Notary Public for Idaho

Residing at: _____

My commission expires: _____

CERTIFICATION OF OWNER: (if different from Applicant)

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: _____

Address: _____

Telephone No.: _____

Signed by Owner: _____

***For multiple applicants, please submit multiple copies of this page.**

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