



# ANNEXATION APPLICATION

**STAFF USE ONLY**  
Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Project #: \_\_\_\_\_

## REQUIRED SUBMITTALS

*\*Public Hearing with the Planning Commission and City Council required*

**Application Fee: \$ 2,000.00**  
**Publication Fee (x2): \$ 300.00**  
**Mailing Fee (x2): \$ 1.00 per address + \$ 28.00**  
*(The City's standard mailing list has 28 addresses per public hearing)*

**A COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department.

- Completed application form**
- Application, Publication, and Mailing Fees**
- Map:** Conforming to State of Idaho requirements (see attached example), and legal description of the property for which annexation is requested. Once approved by the City Surveyor, and City Council approval of the annexation, two (2) additional copies will be required. The map may be drawn from record information (existing plats/survey). If in the opinion of the City Surveyor, the record information is not adequate, a new record of survey may be required. **(\*the record of survey must show bearings and distances for the exterior boundaries, the existing city limits, the proposed city limits, and a narrative description of the property boundaries taken from the Record of Survey).**
- Letter:** Addressed to the Mayor and City Council stating that you are requesting annexation into the City of Coeur d'Alene, and that you understand 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 (6) months from the date of City Council approval of the zoning designation, or any previous approvals will be null and void.**
- Title Report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company. The report(s) shall be a full Title Report and include the Listing Packet.
- Mailing labels provided by an Idaho licensed Title Company:** Owner's list and three (3) sets of mailing labels with the owner's addresses prepared by a title company, using the last known name/address from the latest tax roll of the County records. This shall include the following:
  1. All property owners within 300ft of the external boundaries. **\* Non-owners list no longer required\***
  2. All property owners within the subject property boundaries. *(Including the applicant's property)*
  3. A copy of the tax map showing the 300ft mailing boundary around the subject property.
- A written narrative:** Including zoning, how proposal relates to the 2022-2042 Comprehensive Plan Category, Neighborhood Area, applicable Special Areas and appropriate Goals and Policies, and how they support your request.
- A legal description:** in MS Word compatible format, together with a meets and bounds map stamped by a licensed Surveyor.
- A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, etc.
- Record of Survey:** showing bearings/distances for the exterior boundaries including any linkages needed for contiguity. The existing city limits, the proposed city limits, city limits of nearby cities, when appropriate and a narrative description of the property boundaries taken for the Record of Survey.
- Submittal documents:** Applications will not be accepted unless all application items on the form are submitted both with original documents and an electronic copy.

**DEADLINE FOR SUBMITTALS**

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard.

**PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:**

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done one (1) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posed on the property is also required and must be returned to the Planning Department.

**APPLICATION INFORMATION**

<b>PROPERTY OWNER:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS:</b>
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>EMAIL:</b>	

**FILING CAPACITY**

- Recorded property owner as to of \_\_\_\_\_
- Purchasing (under contract) as of \_\_\_\_\_
- The Lessee/Renter as of \_\_\_\_\_
- Authorized agent of any of the foregoing, duly authorized in writing. *(Written authorization must be attached)*

**SITE INFORMATION:**

<b>PROPERTY LOCATION OR ADDRESS OF PROPERTY:</b>
<b>EXISTING ZONING (CHECK ALL THAT APPLY):</b> <b>Ag. Zone</b> <input type="checkbox"/> <b>AS</b> <input type="checkbox"/> <b>RR</b> <input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>LI</b> <input type="checkbox"/> <b>I</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>R</b> <input type="checkbox"/> <b>HDR</b> <input type="checkbox"/>
<b>REQUESTED CITY ZONING (CHECK ALL THAT APPLY):</b> <b>R-1</b> <input type="checkbox"/> <b>R-3</b> <input type="checkbox"/> <b>R-5</b> <input type="checkbox"/> <b>R-8</b> <input type="checkbox"/> <b>R-12</b> <input type="checkbox"/> <b>R-17</b> <input type="checkbox"/> <b>MH-8</b> <input type="checkbox"/> <b>NC</b> <input type="checkbox"/> <b>C-17</b> <input type="checkbox"/> <b>C-17L</b> <input type="checkbox"/> <b>CC</b> <input type="checkbox"/> <b>DC</b> <input type="checkbox"/> <b>LM</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>NW</b> <input type="checkbox"/>

<b>TAX PARCEL #:</b>	<b>EXISTING ZONING:</b>	<b>ADJACENT ZONING:</b>
<b>GROSS AREA/ACRES:</b>	<b>CURRENT LAND USE:</b>	<b>ADJACENT LAND USE:</b>
<b>DESCRIPTION OF PROJECT/REASON FOR REQUEST:</b>		

**COMPREHENSIVE PLAN DESIGNATIONS:**

<b>PROPERTY NOT CURRENTLY LOCATED WITHIN THE CITY PLANNING AREA MUST RECEIVE A 2022-2042 COMPREHENSIVE PLAN DESIGNATION ALONG WITH THE NEW ZONING CLASSIFICATION.</b>
<b>CITY COMPREHENSIVE PLAN CATEGORY (PAGE 43):</b>
<b>NEIGHBORHOOD AREA (PAGES 44-53):</b>
<b>SPECIAL AREAS (PAGES 61-68)</b>

Note: The 2022-2042 Comprehensive Plan is available  
[https://www.cdavid.org/files/Planning/2042CompPlan/Coeur%20d'Alene\\_2042CompPlan.pdf](https://www.cdavid.org/files/Planning/2042CompPlan/Coeur%20d'Alene_2042CompPlan.pdf)

**CERTIFICATION OF APPLICANT:**

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this  
*(Insert name of applicant)*

request and knows the contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
*(applicant)*

Notary to complete this section for applicant:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Idaho Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
*(notary)*

**CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:**

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: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by Owner: \_\_\_\_\_

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Idaho Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
*(notary)*

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

I (We) the undersigned do hereby make petition for annexation and zone classification of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

Be advised that all exhibits presented will need to be identified at the meeting, entered into the record, and retained in the file.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTIFICATION OF ADDITIONAL FEES:**

The cost to prepare certain documents necessary to obtain annexation approval and the actual cost of the land surveyor’s review of the legal description and map will be billed to the applicant/owner.

The legal preparation fee for Annexation Agreement will a base fee of \$800.00 and actual labor costs, if needed.

An annexation fee will be negotiated as part of the Annexation Agreement – the fee is based on \$1,133.00/dwelling unit or equivalency.

## IDAHO STATE TAX REGULATIONS REGARDING THE LEGAL DESCRIPTION AND MAP FOR ANNEXATIONS

### REGULATION 2215:

- a. The following documentation shall be filed with the County Assessor, County Recorder, and Tax Commission no later than ten (10) days following the effective date of an action creating a new district or municipal boundary, or altering an existing district or municipal boundary.
  - i. *A legal description which plainly and clearly defines the boundary of a new district or municipality, or the altered portion of an existing district or municipality with a copy of the ordinance, or order effecting the formation or alteration.*
  - ii. *A copy of a map prepared in a draftsman-like manner or a record of survey, as defined by Idaho Code Chapter 19, Title 55, which matches the legal description.*
- b. "Legal description" means a narrative which describes by metes and bounds, a definite boundary of an area of land that can be mapped on a tax code area map, and shall include:
  - i. *Section, township, range, and meridian.*
  - ii. *An "initial point," being a government surveyed corner, such as a section corner, quarter corner, meander corner, or mineral survey corner.*
  - iii. *A true "point of beginning," defined by bearings and distances from the initial point, that begins the new or altered district or municipal boundary.*
  - iv. *Bearings and distances that continuously define an area boundary with a closure accuracy of at least 1 part in 5,000. Variations from closure requirements of this subsection may be approved when verified documentation is provided:*
    - (a) *When boundaries follow mountain ranges, rivers, lakes, canals, etc. that are clearly delineated on published U.S. Geological Survey quadrangle maps at scale 1:24,000 or, if not available, at scale 1:62,500; or*
    - (b) *When references to cardinal direction, government survey distances, and section or aliquot part corners are used and modern survey information is not available; or*
    - (c) *When legislatively established boundaries are defined by Idaho Code, a duplication and reference to that section of the code shall be provided.*

Identification of an existing district boundary, which shall duplicate the metes and bounds of the existing district, or shall reference the same as, "formerly known as." For example, "thence N88°58'32" E 2635.42 feet (formerly East 2640 feet) along south line of Section 27, the boundary of the Acme District as enacted by Ordinance 2173."

- c. "Map prepared in a draftsman-like manner" means an original graphic representation or precise copy matching the accompanying legal description and drafted to scale using standard mechanical drawing instruments or a computer. The map shall include:
  - i. *Section, township, range, and meridian identifications.*
  - ii. *North arrow, bar scale, and title block.*
  - iii. *District name and ordinance number or order date.*
  - iv. *Bearing and distance annotation between boundary points.*
  - v. *Clearly defined boundary lines of the newly formed district or altered district, together with reference to the existing boundary where contiguous.*
  - vi. *District boundaries delineated on recorded surveys, engineer drawings, or U.S. Geological Survey Quadrangle maps are also acceptable. General hunting and fishing, city street, or non-scaled maps will not be accepted.*
- d. "Contiguous" means being in actual contact or touching along a boundary or at a point.

EXAMPLE OF REQUIRED ANNEXATION MAP

