



# CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

## ANNEXATION APPLICATION CHECK LIST

1. Schedule preliminary meeting with the Administrator to review annexation proposal.
2. Complete the attached application for Annexation, which should be signed and notarized.
3. Provide the following along with the completed application:
  - a. **Legal description of the property to be annexed:** A legal description of the parcel or parcels to be annexed, tied at least to one section corner, with the metes and bounds description stamped by a land surveyor licensed in the State of Idaho.
  - b. **Exhibit:** An exhibit illustrating the legal description for mapping purposes.
  - c. **Map & Pictures:** It is requested that the application accompany photos and/or pictures of the area proposed to be annexed.
4. Application Fees: Fees for Annexation Application (Check most current fee resolution)

**Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.**

### Applicant Information

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Representative Information

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Project Information

Legal Description of Site: Lot(s) \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_

(or) \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Total Size of Parcel: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

\_\_\_\_\_

Requested Zoning:

- Residential AA
- Residential A
- Commercial

- Residential B
- Industrial
- Downtown

What land uses border the site? Describe lot sizes, structures and uses:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

What Zones, within city limits border the site?

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Effects of Proposed Annexation**

1. Is the proposed annexation area within the City's adopted Area of City Impact?

\_\_\_\_\_  
\_\_\_\_\_

2. Does the proposed annexation represent a logical extension of City boundaries? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. How will the proposed annexation be compatible with adjoining land uses? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What extensions of water or sewer lines, roads or other public or private services would be necessary if the Annexation Change is approved? \_\_\_\_\_

\_\_\_\_\_

**Signature Notary Page**

Whereas, \_\_\_\_\_, are the owners of certain parcels of real property situated within the boundaries of the tract described herein as Exhibit "A", attached and incorporated herein by reference, petition that the described property (Exhibit "A") be annexed into the City of Bonners Ferry, Boundary County, Idaho according to the provisions set forth in Section 50-222 of the Idaho Code;

Whereas: The undersigned do understand and agree that such annexation must meet the terms and conditions set forth in Category A, Idaho Code 50-222, Annexations by Cities;

Whereas: The tract of land described in Exhibit "A" hereto currently adjoins the present boundaries of the City of Bonners Ferry, and being entirely situated within Boundary County, Idaho.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\*\*\*\*Please use additional pages if additional landowners are required to sign

STATE OF IDAHO)

) ss.

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, in and for said County and State, personally appeared:

\_\_\_\_\_, known or identified to me to be the individual whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

STATE OF IDAHO)

) ss.

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, in and for said County and State, personally appeared:

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