



**Development Services**  
439 W Utah Ave. Payson, UT 84651  
Phone: 801-465-5204  
[www.paysonutah.org](http://www.paysonutah.org)

## ANNEXATION PROCESS

**Each step must be completed before moving on to the next step.**

### Step One:

1. Contact Development Services and discuss the proposed annexation with staff to ensure it meets the requirements of state law and city ordinances.

### Step Two:

1. Before filing a petition for annexation, the person(s) intending to file a petition shall (UCA 10-2-403):
  - a. File with the Payson City Recorder a notice of intent to file a petition including an accurate map of the proposed annexing area (plat map); and
  - b. Send a copy of the notice of intent to each affected entity and notify (email) the City Recorder that the notice and map have been mailed. (Affected Entities list provide by the Payson City Recorder)
  - c. File the following with the Utah County Clerk/Auditor's Office, Alice Black, 801-851-8215, [aliceb@utahcounty.gov](mailto:aliceb@utahcounty.gov), 100 E Center Street #3100, Provo UT 84606.
    - i. Notice of intent and accurate map of the proposed annexing area.
    - ii. Utah County Application for Mailing of Notice of Proposed Annexation and pay application fee.
2. Utah County will send Payson City a copy of its notice and a certification letter indicating the notice has been mailed as required.

### Step Three:

1. Once the City Recorder has received the Utah County notice and certification letter, the person(s) may file an annexation application and petition with Payson City. On the date of filing, the person(s) shall deliver or mail a copy to the Utah County Clerk (verification required). (UCA 10-2-403(6))
2. Following initial review for completeness, the annexation application and petition will be considered for further review (accept or deny) at a future regularly scheduled city council meeting at least 14 days after the date the petition was filed. If accepted for further review, the Development Services staff will complete a review of the application/petition. Any deficiencies will need to be corrected. (UCA 10-2-405)
3. Following staff review, the City Recorder will determine if the petition meets the requirements of state code; and if so, certify and complete the notification process (UCA 10-2-406). This begins the 30-day protest period (UCA 10-2-407).
4. The Development Review Committee will review the application and petition to give a detailed analysis of the proposal regarding the General Plan, utilities, land use, zoning, trails, transportation, access, circulation, etc. Additional information/documentation may need to be provided.
5. If no protest is received and upon completion of item #4 above, the application and petition will be scheduled for public meetings (Planning Commission and City Council). The City Council may approve the petition (ordinance). (UCA 10-2-407)
6. Following approval of the petition (ordinance) and finalization of the plat, documentation will be sent to the Lt. Governor's Office for issuance of a certificate of annexation. (UCA 10-2-425)
7. Upon receipt of the certificate of annexation and finalization of an annexation agreement, the City Recorder will provide the necessary documentation to the Utah County Recorder's Office for recording and send notice according to state law.



**Notice of Intent  
To file a petition for annexation  
Into Payson City, Utah**

I/we, the undersigned, do hereby declare my/our intent to file a petition for annexation to Payson City, Utah.

I/we certify I/we am/are the owner(s) of real property lying outside the corporate limits of Payson City, Utah, but contiguous thereto and designated as part of the Payson City Annexation Policy Plan.

The property(ies) proposed to be annexed is (are) identified below and a map outlining said property(ies) is attached hereto.

Name of Property Owner (Print clearly)	Utah County Parcel Number

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

\_\_\_\_\_  
(signature)

By: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**APPLICATION  
for Mailing of Notice of Proposed Annexation**

Pursuant to Utah Code Ann. § 10-2-403, Utah County is required to mail out the notice to affected property owners of a proposed annexation upon receipt of a written request to do so from the petitioner and payment of the estimated actual costs of mailing the notice.

Please fill out this application, pay the application fee of twenty-five dollars (\$25), and return this application together with the application fee to the County Clerk's Office. The County Clerk and the Surveyor's Offices will generate an estimated actual cost of mailing the required notice. The estimated actual cost of mailing will consist of the following: \$100 minimum, plus \$50 for each additional hour of staff time required after the first two hours, plus \$2 per address to receive the notice. The \$25 application fee is non-refundable but will be credited toward the final cost.

Name of Applicant: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Name of Proposed Annexation: \_\_\_\_\_

City into which the Proposed Area Would Be Annexed: Payson City

Name of the Responsible Official at the Annexing City: Kim E. Holindrake, City Recorder

Mailing Address of the Responsible Official at the Annexing City: \_\_\_\_\_

439 W Utah Avenue, Payson UT 84651

Telephone Number of the Responsible Official at the Annexing City: 801-465-5205

Email Address of the Responsible Official at the Annexing City: kimh@payson.org

If there is more than one person or sponsor requesting the annexation, attach additional pages listing the name, address, phone number, and email of each person involved.

Attach Surveyor 8.5" x 11" Map of Proposed Annexation Area with boundary description.

Pay \$25 Application Fee.

Upon receipt of a completed application with surveyor map and application fee, the County will calculate the estimated actual cost of mailing notice to the affected property owners (those within the proposed annexation area and a 300-foot area around the proposed annexation area) and provide that cost calculation to the petitioner(s) by invoice from the Clerk's Office. Upon receipt of full payment of the invoice setting forth the estimated actual cost of mailing, then the County will mail notice to the affected property owners within 20 days.



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## Annexation

### Development Review Committee Submittal Form

<b>For Office Use Only</b>		
Application # _____	CC Accept - Review Date _____	Review Fees: <b>\$600+</b>
Application Date _____	PC Public Meeting Date _____	Up to 10 acres: \$200
Approval Date _____	CC Meeting Date _____	Per acre over 10 acres: \$ 30 (maximum charge \$7,500)
Denial Date _____		Notifications (2) \$120
		TOTAL (15-1) _____
		NOTE: Plus, additional costs for annexation agreement and Utah County Surveyor.

Annexation Name: \_\_\_\_\_

Annexation Location: \_\_\_\_\_

Utah County Parcel No(s): \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Requested Zone: \_\_\_\_\_

Name of Annexation Sponsor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Engineer or Licensed Land Surveyor: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Does the annexation contain property in any of the following?

- Rural real property, as defined in Utah State Code?  Yes  No - list parcel #'s and acreage  
\_\_\_\_\_
- Agriculture protection area?  Yes  No - list parcel #'s and acreage  
\_\_\_\_\_
- Is the Annexation completely located in the Payson Annexation Policy Plan?  Yes  No  
\_\_\_\_\_

I certify that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Payson City Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, planning commission, city council, or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Property Owner/Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Annexation

## Submittal Requirements

Submit to: Development Services Office, 439 W Utah Avenue, Payson, UT

Submit fee: (per calculation) (Payable to Payson City)

NOTE:

1. Applications will not be accepted without ALL the required submittal materials. The City will not hold partial submittals.
2. Acceptance of this submittal to the Development Review Committee (DRC) for review is not an acknowledgement by the City of a complete application. This determination will be made by the DRC in accordance with UCA 10-9a-509.5.

**Submittal Checklist** (applicant – please ensure all items are included in this submittal, if additional space is needed, use a separate sheet of paper)

- 1. Signatures from the owners of real property located in the area proposed for annexation that covers a majority of the private land (**Document on the Petition for Annexation sheet**)
- 2. Signatures from the owners of real property located in the area proposed for annexation that is equal in value to at least one third (1/3) of the assessed value of all private real property, as shown by the latest tax assessment rolls of Utah County (**Document on the Petition for Annexation sheet**)
- 3. Deliver or mail a copy of this annexation petition to the Utah County Clerk.
- 4. An ownership plat map from the Utah County Recorder's Office showing all property owners in Payson within five hundred (500) feet of the proposed annexation and ½ mile of the annexation in the unincorporated area of Utah County. (Prepared by City)
- 5. Accurate and recordable annexation plat map in electronic format scaled to 24" x 36" and 8.5" x 11" prepared by a licensed surveyor of the area proposed for annexation identifying each parcel and labeling each parcel with the owner's name, tax identification number, and acreage. NOTE: A mylar is required to be submitted following approval by the City Council.
- 6. Copy of the Notice of Intent to affected entities and the list of affected entities to which the notice was sent.
- 7. Completed Acknowledgment of Costs and Fees for Annexation
- 8. Legal description in Word format.
- 9. Flash drive or email with all plans and supporting documentation in PDF format.

**Note: If the petition is accepted for further review the following will also need to be submitted.**

- 1. Additional information required by staff, city code, and/or state code.
- 2. Documentation for conveyance of public rights-of-way, streets, and other dedications.
- 3. Documentation of water rights associated with the property and/or conveyance of water rights.
- 4. Check payable to the Utah County Surveyor for \$200 for review of the annexation plat.
- 5. Cost and preparation for Annexation Agreement.
- 6. Mylar of annexation plat map.

### **Additional Information (Links)**

Payson City Code, Title 13, Zoning and Appendix A -

<https://payson.municipalcodeonline.com/book?type=ordinances#name=Preface>

## PETITION FOR ANNEXATION

\_\_\_\_\_  
(Annexation Name)

We, the undersigned owners of real property located in Utah County, Utah, adjacent to Payson City, Utah, do hereby petition Payson City for annexation of our real property into the City limits of Payson, Utah.

NOTICE: There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election. If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the Payson City Recorder. If you choose to withdraw your signature, you shall do so no later than 30 days after Payson City receives notice that the petition has been certified.

PARCEL NUMBER	PROPERTY OWNER(S)	SIGNATURE	PHONE NUMBER	MAILING ADDRESS	ACRES	ASSESSED VALUATION

This petition must include the signatures of the owners of a majority of the property included in the annexation, representing at least one-third of the assessed property valuation according to the last assessment rolls. The petition must also designate up to five signers as petition sponsors, one of whom shall be designated as the contact sponsor, and indicate the mailing address of each sponsor.



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Acknowledgement of Costs & Fees for Annexation

Annexation Name: \_\_\_\_\_

Name of Annexation Sponsor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

As conditions of annexation into Payson City, petitioner(s) will be responsible for the following:

- 1. Determine if South Valley Electric Service District (SESD) has any facilities and/or customers within the proposed area of annexation.
2. Negotiate the cost of purchasing SESD facilities within the area of annexation.
3. Pay negotiated costs of purchasing facilities and deliver to Payson City a letter of satisfaction from SESD, a bill of sale to Payson City along with a map showing the facilities purchased, a list of customers serviced by SESD, inventory lists of facilities purchased, and SESD's valuation calculations.
4. Pay all costs to SESD associated with buying out all customers served by SESD within the annexed area (gross annual revenues), along with the costs of converting these customers to Payson City Power. OR With the approval of the City Council, service for these customers may be left with SESD until a time of any new development, or 10 years, whichever is sooner.
5. If the second option under #4 is allowed, prior to approval of any proposed development within the annexed area, determine and pay, or bond for, all costs of buying out any existing SESD customers within the annexed area for the balance of the ten (10) years remaining from the date of annexation, and all costs related to converting these customers to service by Payson City Power.

I understand that with the filing of the annexation request, there are costs associated with the publication requirements for annexation, Annexation Agreement, Utah County, and/or South Valley Electric Service District. I have been informed and understand that I am responsible for the costs of all required publications and fees for this annexation and that I will receive notice of required payment from Payson City. I understand that payment of all fees must be satisfied prior to the recording of the annexation.

\_\_\_\_\_  
Sponsor Signature Date: \_\_\_\_\_

State of Utah )
§
County of Utah )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me, a Notary Public in and for the State of Utah, \_\_\_\_\_, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

\_\_\_\_\_  
Notary Public