



START

Applicant desires annexation. Submit application for prepetition to Town of Alpine and pay fee.

Prepetition Conference held with applicant, Town Clerk (TC), Zoning Administrator (ZA) & Town Engineer (TE)

Town provides letter that no further action will be taken until application complies with ordinance (information required) **OR** Application complies and applicant is scheduled for Planning & Zoning Board review.

Prepetition Hearing
Planning and Zoning board review & hearing.

P/Z Board review of annexation
file written report of findings and recommendations. Determine if annexation is minor or major annexation.

Petition Filed with Town of Alpine (Official Filing) Fees Determined based on Minor or Major

Following the P&Z hearing, applicant files the petition, pursuant to W.S. §§ 15-1-401, et. Seq.

Review of Petition by Town pursuant to W.S. §§ 15-1-402, Town Engineer Review

All deficiencies identified by Town (zoning administrator, clerk & engineer)

Applicant will address any and all comments from Town Engineer, P/Z Administrator, town departments and external agencies in writing and re-submit until all comments have been addressed.

All comments addressed

Cost of infrastructure improvements submitted to Town Clerk for any public utility that is affected by the annexation.

Applicant shall be responsible to mail notices (certified mail) to all utilities effected and any persons owning property adjacent to or within 300 feet of territory proposed to be annexed. (Applicant bear costs for notices)

Applicant shall post notice on the territory proposed to be annexed. Notice shall be no less than 18" x 24", visible from property line.

Upon Town & agency review and completeness of application, Town Clerk shall schedule hearings with Planning & Zoning and Council. W.S. §§ 15-1-403

Public Hearing process: Planning & Zoning Board – provide recommendation of approval or denial to Town Council with report.

Public Hearing Town of Alpine – Council hearing Final ruling & adoption/rejection.

FINISH