



Town of Alpine

Annexation Petition Application

| Applicant: | |
|--|--|
| Name: | |
| Address: | |
| Telephone Number: | |
| Email Address: | |
| When the applicant is not the landowner, the applicant shall provide a written letter from the landowner(s), as well as a description of their land within the area proposed to be annexed which authorizes the application and endorses the proposed project. | |
| Please Indicate Below if Major or Minor Annexation: <i>MAJOR ANNEXATION:</i> A major annexation shall be defined as any parcel of land proposed to be annexed to the Town of Alpine, Wyoming consisting of an area greater than two and one-half (2 ½) acres. <i>MINOR ANNEXATION:</i> A minor annexation shall be defined as any parcel of land proposed to be annexed to the Town of Alpine, Wyoming consisting of an area of two and one-half (2 ½) acres or less. <i>MINOR:</i> <input type="checkbox"/> <i>MAJOR:</i> <input type="checkbox"/> | |
| The Fees for Annexation are as follows: | |
| <u>Minor Application Fee: \$1,000.00</u> | <u>Minor MUST Deposit: \$5,000.00</u> |
| <u>Major Application Fee: \$2,500.00</u> | <u>Major MUST Deposit: \$10,000.00</u> |
| Said deposit for annexation shall be held by the Clerk and the sums used to pay for costs of preparation of the annexation report required by W.S. § 15 – 1 – 402 and to pay for review of any infrastructure by the Town Engineer. The Clerk shall return any unused portion of said deposit, along with an itemized statement of the costs incurred and charged to the deposit, to the landowner(s) within thirty (30) days after approval or denial of the petition. | |
| If the costs of preparation of the annexation report and review by the Town Engineer exceed the amount of the deposit, the landowner(s) shall be responsible to pay said excess amounts no later than thirty (30) days after approval or denial. If the landowner(s) fails to pay excess costs within the timeframe provided in this subsection, then the Clerk shall not record the annexation with the Clerk/Recorder, Lincoln County, Wyoming, and a lien shall be filed against the property. | |

| Please answer the following questions in the provided area: | |
|--|--|
| What is the intended or planned use of the property if the annexation is granted? | |
| What are the benefits that shall be provided to the Town if the annexation is granted? | |
| Would the urban development of the area sought to be annexed constitute a natural, geographical, economic, and social part of the Town? | |
| Would the area sought to be annexed be a logical and feasible addition to the Town? | |
| Is the area sought to be annexed contiguous with or adjacent to the Town? | |
| What utilities are needed to be available at the property sought to be annexed? | |
| What is the requested zoning of the area sought to be annexed? | |

FOR MINOR ANNEXATION:

Applicants of a Minor Annexation must submit a proposed sketch plan.

SKETCH PLAN:

PURPOSE:

The purpose of a sketch plan is to publicly review a development for general consistency at a preliminary, conceptual level of detail before the development is fully designed.

HELPFUL TIPS:

Your project will be reviewed by The Planning & Zoning Commission, so when drafting your project description/narrative please provide as much detail pertaining to existing site conditions (i.e. lot size, existing development, etc.) and proposed physical changes (i.e. scale of development, setbacks, and parking). In addition, you will be tasked with detailing how the proposed project is consistent with numerous physical development standards found within the zoning district for which the project is located. The Planning & Zoning Commission will review and make a recommendation to the Town Council.

FOR MAJOR ANNEXATION:

Applicants of a Major Annexation must complete the following:

Person or Company Responsible for Preparation of The Conceptual Site Plan:

| | |
|-------------------|--|
| Name | |
| Address: | |
| Telephone Number: | |
| Email Address: | |

In Addition to Your Application, For Major Annexation, Please Submit the Following:

- Legal description and total land area of the lands incorporated into the proposed planned unit development.
- Location map of project site and properties immediately adjacent to the proposed planned unit development.
- A scaled illustration of the existing properties within the proposed planned unit development site. This illustration shall locate all existing utility systems, easements, roads and streets, drainage areas and facilities, existing zoning, existing buildings, and topography.
- A conceptual site plan of the proposed land use development concept.
- A schedule for the proposed development project.

Following Your Submission of All Required Items, The Process Is as Follows:

- The Zoning Administrator will make a careful plan review of the proposed annexation. The Zoning Administrator, or his or her authorized representative, will evaluate the merits, disadvantages, and potential impacts of the proposed project. Subsequently, the Zoning Administrator will prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- The Zoning Administrator will, as soon as practical, schedule a Planning and Zoning Commission Review Hearing for the proposed annexation.
- During the Planning and Zoning Commission Review Hearing, the landowner(s), or their legal representative, shall be present at said hearing. It shall be the burden of the landowner(s), or their legal representative, to provide clear and convincing evidence of all statements, representations, evidence, and exhibits contained in the proposed petition, request for zoning, and any other claim are truthful and based on actual evidence and not conclusory or promotional in nature.
- Upon consideration of a staff report from the Zoning Administrator, and public comment, the Alpine Planning and Zoning Commission shall make a written recommendation to the Alpine Town Council. The recommendation shall state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include stipulations that may be imposed to mitigate potential impacts upon neighboring properties and the general community.
- Following the Town of Alpine Planning and Zoning Commission Prepetition Review Hearing the landowner(s), and/or their legal representatives, the landowners may proceed to the process of filing their annexation petition pursuant to W.S. §§ 15 – 1 – 401, et. seq.
- Once the Petition have been filed with the Town Clerk, you will be notified within ten (10) days of your filing date if your petition and application comply with Wyoming State Statute as well as the Town of Alpine’s Annexation Ordinance - Ordinance No. 2024-001
- At the Annexation Petition Public Hearing, the Town Council will review the staff report from the Zoning Administrator, for public comments, and the recommendation of the Alpine Planning and Zoning Commission. The final ruling and adoption/ rejection of the annexation petition will be determined.
- If, after the public hearing, it is determined that the petition complies with Wyoming State Statutes, the Town of Alpine will annex the property by ordinance which will require three (3) readings by the Town Council.



Annexation Petition Public Hearing:

You will be provided with an Annexation Report, Annexation Report Summary, and Notice of Public Hearing prepared by the Town Clerk.

It will be your responsibility to do the following, **no less than twenty (20) business days prior to the Annexation Petition Public Hearing:**

- Distribute The Annexation Report and Notice of Public Hearing to all utilities via certified mail.
- Distribute The Annexation Report Summary and the Notice of Public Hearing must be mailed to any person owning property that is adjacent to or within five hundred (500) feet of the territory proposed to be annexed.

Legal Advertising:

It will be your responsibility to give notice of the public hearing at least twice in the local newspaper. The first notice shall be given at least fifteen (15) business days prior to the date of the public hearing. The notice shall contain a location map which includes identifiable landmarks and boundaries of the area sought to be annexed (See W.S. § 15-1-405).

Local Newspaper: Star Valley Independent
Email: amandan@svinews.com Phone Number: 307-885-5727

It will be your responsibility to post notice on the territory proposed to be annexed. Notice shall be no less than 18" x 24" and posted on material that is visible from the property line. Costs of production of the notice and posting the notice shall be borne by the petitioner.

PLEASE NOTE:

You must submit proof of the mailings, legal advertisements and posting to the Town Clerk.



250 River Circle

P.O. Box 3070

Alpine, WY 83128