



ANNEXATION & REZONE

PETITION

Town of Wheatland
600 9th Street
Wheatland, Wyoming 82201
307-322-2962 Fax: 307-322-2968

Office Use Only	
Application Fee:	\$500.00
Publication Fee:	\$350.00
Certified Mailing Fee:	\$ _____ . _____
Ordinance Publishing:	\$ _____ . _____
Date Received:	

All Applications Must Include the Following:

- Application:** Fill out the application form completely.
- Fees:** All applicable fees; i.e.: application fee, advertising fee, certified mailing fee. Check or Cash only.
- Proof of Ownership:** A copy of the deed, lease, or contract for deed as proof of ownership.
- Site Plan:** Submit a complete site plan.
- Vicinity Map:** Map showing the surrounding area with the subject area highlighted.
- Legal Description:** A recent survey certified by a Wyoming registered land surveyor, for unplatted lands. A Lot and Block legal description is acceptable for platted lots.
- Neighbor List:** Legal names and addresses of all property owners within a distance of one hundred forty (140) feet.
- Letter of Justification:** to include the following-
 - Justification for the annexation and the rezone
 - Justification of a development agreement (if applicable)
 - What is the availability and adequacy of public facilities (i.e.: sewer, water, fire, streets) needed to serve any and all uses allowed on this property under the proposed zone?
 - How is the proposed zone compatible with the surrounding area?
- Annexation Report: Fiscal and Infrastructure Impacts:** An annexation report must accompany the application, meeting the standards set forth in Wyoming Statutes 15-1-402-423. In general, the report must fully address the following items:
 - List, Schedule, and Cost of Services:* A list of basic and other services customarily available to residents of the city (e.g., water, wastewater, fire protection, etc.), a timetable when those services will reasonably be available to the area proposed to be added by plat, and a projected annual fee or service cost for each service;
 - Cost of Infrastructure Improvements:* The total estimated cost of infrastructure improvements required for the subdivision or project being proposed;
 - Mill Levies:* The current and projected property tax mill levies imposed by the city;
 - Offsite Infrastructure Improvements:* The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed addition by plat; and
 - Financial Security Authorization:* Authorization to release of financial security to the city for construction and dedication of proposed public improvements within the annexation area in the event the project is not complete prior to the lapse period.
- Digital Copies:** As part of a completed application, digital copies of all materials are required. Digital submission should be in PDF format and shall be sent to the Planning Office via email *prior to or at the same time* as the submittal appointment.
 - AutoCAD / ArcMap Digital Drawings:* AutoCAD and ArcMap files are *not* required at filing. AutoCAD compatible digital file and/or an ArcMap GIS 9.0 or greater compatible digital file shall be provided prior to final approval of the final plat.

Incomplete Applications will be returned

Applicant Name: _____

Phone No.: _____

Mailing Address: _____

E-mail: _____

*Application **MUST** include e-mail addresses or application will be considered incomplete.*

If the applicant is other than the owner of the property for which this building PERMIT is being sought, the applicant must provide separate written approval from the owner or the owner may indicate approval by signing below.

Property Owner (as on deed)

Phone No.

Mailing Address

E-mail

City, State, Zip Code

Signature

Proof of ownership must be provided.

Project Location:

Is the property located within a floodplain?

Yes No

Floodplain information can be found at: msc.fema.gov

Acreage: _____

Number of Lots: _____

Assessor's Property ID Numbers: _____

Current Land Use District: _____

Current Land Use: _____

Proposed Land Use District: _____

Proposed Land Use: _____

APPLICATION SIGNATURES AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation and inspections.

I, the undersigned, hereby grant authorized Town of Wheatland Personnel the right to enter onto this said land/property for any and all inspection purposes necessary to collect information in relation to this Annexation and Rezone application. I certify, to the best of my knowledge, that all the information in this application is true and correct, and that I am the owner of the above described property or have been authorized by the owner to make this application as his/her agent.

Signature of Applicant (s)

Date

IMPORTANT INFORMATION

In addition to the application fee; the certified mailing postage and ordinance publication fees shall be paid by the applicant. Applicant is responsible for publishing meeting notices in the Record Times and providing the Planning office with a copy of each publication's Affidavit of Publication.

Proof of Ownership can include one of the following: Deed, Title Policy, Contract for Deed, and/or notarized authorization letter from the owner if other than the applicant.

<i>Planning Office Use Only</i>	
<i>Date Complete Application Received:</i> _____	
<i>Planning and Zoning Commission Hearing Date:</i> _____	<i>Approval</i> <input type="checkbox"/> <i>Disapproval</i> <input type="checkbox"/>
<i>Town Council Hearing Date:</i> _____	<i>Approval</i> <input type="checkbox"/> <i>Disapproval</i> <input type="checkbox"/>
<i>Ordinance Number (if approved)</i> _____	<i>Ordinance 1st Reading:</i> _____
<i>Ordinance 2nd Reading Date:</i> _____	<i>Ordinance 3rd Reading Date:</i> _____

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I am / we are the legal owner(s) of the property being considered under this application, and do hereby authorize the below applicant(s) and representatives(s) to file and represent my / our interest in this application.

I am / we are the legal owner(s) of said property; have read this "Letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (All owners of record *must* sign; provide extra sheets if necessary.)

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to Town staff and officials to enter the property to conduct inspections / site visits necessary for the review of the project.

APPLICANT (LLCs, Corporations and Partnerships shall identify an officer as the primary contact):

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

APPLICANT'S REPRESENTATIVE:

Print Name	Signature	Date
------------	-----------	------