

	ANNEXATION APPLICATION (120 ACRES OR LESS)	App Fee: \$100 + add'l costs incurred
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Contact Information

Property Owner/ Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____-____-____ Fax: ____-____-____ Cell: ____-____-____ E-mail: _____

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR ANNEXATION
PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 2(3)

TO: City Council of the City of Isanti, Minnesota

PETITIONER STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes 414.033, Subd. 2(3).

It is hereby requested by:

_____ The sole property owner; or

_____ All of the property owners (If the land is owned by both husband and wife, **both** must sign the petition to represent all owners.)

Of the area proposed for annexation to annex certain property described herein lying in the Town of _____ to the City of Isanti, County of Isanti, Minnesota.

The area proposed for annexation is described as follows (Insert the complete and accurate property description. Do **not** use descriptions from property tax statements.):

1. There are _____ property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner – the **number** of parcels **owned** by a petitioner is not counted.)
2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available. (Except as provided for by an orderly annexation

agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 areas.)

3. Said property is unincorporated, abuts the City's North, South, East, or West (please circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is _____ acres.
5. The reason for the requested annexation is

PETITIONERS REQUEST: That pursuant to Minnesota Statutes 414.033, the property described herein be annexed to and included within the City of Isanti, Minnesota.

Dated: _____

Signatures: _____

NOTE: Pursuant to Minnesota Statutes 414.033, Subdivision 2b, before a municipality may adopt an Ordinance under Subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed Ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes 414.033, Subd. 11, when a municipality declares land annexed to the municipality under Subdivision 2, clause (3), and the land is within a designated floodplain, as provide by section 103F.111, Subdivision 4, or a shoreland area, as provided by Section 103F.205, Subdivision 4, the municipality shall adopt or amend its land use controls to conform to Chapter 103F, and any new development of the annexed land shall be subject to Chapter 103F.

NOTE: Pursuant to Minnesota Statutes 414.033, Subd. 12, when a municipality annexes land under Subdivision 2, clause (2), (3), or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1st of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1st of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes 414.033, Subdivision 13, at least 30 days before a municipality may adopt an Ordinance under Subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.

Items to Accompany Application

1. Application Form
2. Application Fees
3. Items as specified within the Checklist provided, unless otherwise indicated by City Staff.
4. Certification of taxes paid.

Acceptance of Application

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. City engineering approval may be required. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code.

—STAFF USE ONLY—

Date Received: _____ Date application deemed complete: _____	
Planning Commission Meeting Date: _____ City Council Meeting Date: _____	
Action Agency Date: _____	
_____	_____
Community Development Director/Designee	Date

ANNEXATION – CHECKLIST

Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. **Failure to submit a complete application may delay the review and approval process.**

CHECKLIST ITEM	STAFF USE ONLY DATE RECEIVED
A Certificate of Survey and complete legal description of the subject site.	
A Plat Map indicating that the property is abutting the current City boundary.	
A Certified list, from the Isanti County Assessor's Office, of names and addresses of property owners abutting the exterior boundaries of the subject property.	
Other Supplemental Information as requested by Staff, which may be needed to explain the request.	