

## CITY OF FAYETTEVILLE, ARKANSAS

# ANNEXATION

**IMPORTANT:** Prior to entering the County de-annexation process, the applicant must first submit an overall legal description enclosing all properties to be annexed and a list of their parcel and/or lot numbers to Fayetteville City Planning to confirm the absence of partials, gaps, and overlaps between intended properties.

Please fill out the online submittal fields in Energov completely, supplying all necessary information and documentation to support your request. [https://egov.fayetteville-ar.gov/EnerGov\\_Prod/SelfService#/home](https://egov.fayetteville-ar.gov/EnerGov_Prod/SelfService#/home)

***Your application will not be placed on the Planning Commission agenda until this information is furnished.***

Prior to submittal, please clear all Viewports that were exported from the original CAD file as a part of the PDF. These may prevent staff consideration and delay review or approval of your project

### **Annexation Checklist:**

*Include the following items in PDF format at time of submittal.*

- (1) Payment in full of applicable fees for processing the application: Due upon invoicing.  
\$325.00 application fee
- (2) A legal description of the property to be annexed. A survey may be required if the property description can not accurately be platted or if it is described by referring to other deeds.
- (3) A copy of the legal description in MS Word and all required submittal items should be also included in PDF format. Prior to submittal please clear all Viewports that were exported from the CADD file as a part of the PDF. These may prevent staff consideration and delay review or approval of your project.
- (4) A copy of the deed or survey of the property to be annexed. A survey may be required if the property description can't accurately be platted or if it is described by referring to other deeds.
- (5) A copy of the county parcel map from the Washington County Assessor's office or from the Washington County website ([www.co.washington.ar.us](http://www.co.washington.ar.us)) or City of Fayetteville [GIS mapping](#). The subject property and all parcels within 200 feet should be identified on this parcel map.
- (6) Copy of an "Order of Annexation", signed by the county judge and file marked (by the circuit clerk) from Washington County. Prior to entering the County de-annexation process, the applicant must first submit the legal description to Fayetteville City Planning to check for correctness. Once approved, the legal description of the property proposed to be annexed must remain the same through out the process, or the annexation risks being voided.
- (7) Copy of "Petition for Annexation" presented to Washington County Court stating legal description of property and property owners.
- (8) Each plat shall have two (2) points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83).
- (9) A written statement addressing the consistency of the proposed annexation with the City's Annexation Guiding Policies. Several of these policies are listed below and should be addressed in writing, where applicable, with the application submittal.
  - a. Annex existing islands and peninsulas and do not annex areas that would create an island or peninsula.
  - b. Proposed annexation area must be adjacent, or contiguous, to city limits.
  - c. Areas should either include or exclude entire subdivisions or neighborhoods, not divide.
  - d. Boundaries for annexed areas should follow natural corridors.
  - e. Annex environmentally sensitive areas that could be impacted by development and utilize appropriate development regulations to protect those areas.
  - f. Public services (including emergency response) must be able to be provided efficiently in newly annexed areas.
  - g. Areas currently served by utilities and other public services should be annexed.

- h. Proposed annexation areas should not require the upgrading of utilities to meet the demands of development unless there is a threat to public safety.
- (10) The applicant is responsible for meeting the public notification requirements for an Annexation listed on the Notification Requirements pages in this application. This is required at a later date after initial online submittal. Staff will contact applicant.

**NOTE:** When property is annexed into the City limits, it is automatically assigned a zoning district of R-A, Residential Agricultural. If a different zoning district is desired, rezoning must be requested. Application submittals for rezoning request are available through the Energov website. **All applicants should meet with a staff Planner prior to submitting an annexation or rezoning application.**

## **NOTIFICATION REQUIREMENTS**

**This is required later after initial submittal online. A member of Development Services staff will contact you directly before this is required.**

### **Written Notification Process:**

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. The applicant shall provide the following to the Planning Division (**contact staff planner or Development Services coordinator for submittal deadline**):
  - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
  - b. map showing the landowners' relationship to the site (City's Address Point File)
  - c. copy of the notice sent to the landowners and residents (**example attached**)
  - d. certificate of mailing (**example attached**)
  - e. [Click here to learn how to create the list of those being notified.](#)

### **Sign Posting Process:**

- (1) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant (**contact staff planner or Dev. Svcs. coordinator for date to pick up sign**).
  - a. The applicant shall post notice on the land for which the use is requested in a visible, prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
  - b. The staff planner may require an alternate location where the property is not adjacent to a street.
  - c. Additional signs may be required by the staff planner.
- (2) The applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (**example attached**).
- (3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.

**THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET**

**CERTIFICATE OF MAILING**

*I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and addressed as follows:*

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
*(name of person completing the mailing)*

\_\_\_\_\_  
*(signature of person completing the mailing)*

City File No./Name: \_\_\_\_\_

# **THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET**

## **WRITTEN NOTIFICATION FORM**

### **Project Description:**

The applicant Name proposes a Type of Development at Project Address.

**Building/land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Size of Property:** \_\_\_\_\_

**Density/Intensity:** \_\_\_\_\_

### **Public Hearings:**

As of issuance of this letter you can attend City meetings in person or online by going to the following City webpage and selecting the meeting(s) listed below. Although the meeting(s) and date(s) below are accurate, participation instructions are forthcoming or can be found the week of a meeting at:

<https://www.fayetteville-ar.gov/1503/Meeting-Agendas-and-Video>

Planning Commission; 5:30 PM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

### **Property Owner:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **Developer:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **Review Location:**

The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.

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**CERTIFICATE OF SIGN POSTING**



I, \_\_\_\_\_ (print the name of the  
applicant/representative/person posting sign), attest that the above sign was posted on  
\_\_\_\_\_ (month/day/year) adjacent to  
\_\_\_\_\_ (name of street).

\_\_\_\_\_  
(signature of person completing the sign posting)

City File No./Name: \_\_\_\_\_

# Consent of Owner Form

**PROPERTY OWNER(S) / AUTHORIZED AGENT:** By signing below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have authorized this application and consent to its filing.

**PLEASE NOTE:**

- Property Owners: Attach additional info/documentation if necessary.
- Authorized Agents: If signing on behalf of a Property Owner, a letter from each Property Owner must be provided indicating that the agent is authorized to act on their behalf.

**Associated Project (required field):**

\_\_\_\_\_  
Name or description of proposal

**Property Owner 1:**

x \_\_\_\_\_  
Name of person signing [printed] Entity/Company signator legally owns or represents

\_\_\_\_\_  
Contact Email Contact Phone

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

\_\_\_\_\_  
**Property Owner Signature** **Date**

**Property Owner 2: (if needed)**

x \_\_\_\_\_  
Name of person signing [printed] Entity/Company signator legally owns or represents

\_\_\_\_\_  
Contact Email Contact Phone

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

\_\_\_\_\_  
**Property Owner Signature** **Date**

**Property Owner 3: (if needed)**

x \_\_\_\_\_  
Name of person signing [printed] Entity/Company signator legally owns or represents

\_\_\_\_\_  
Contact Email Contact Phone

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

\_\_\_\_\_  
**Property Owner Signature** **Date**

**Property Owner 4: (if needed)**

x \_\_\_\_\_  
Name of person signing [printed] Entity/Company signator legally owns or represents

\_\_\_\_\_  
Contact Email Contact Phone

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

\_\_\_\_\_  
**Property Owner Signature** **Date**