



NOTES

The Town of Pinedale encourages all properties that are contiguous or close to the Town Boundary to consider annexation prior to going through County zone change and/or subdivision processes.

Properties are only eligible for annexation if water and sewer service can feasibly be extended to the property. Properties wishing to maintain individual services will not be considered.

APPLICATION REQUIREMENTS

Incomplete applications will be returned to the applicant. A sufficient annexation application includes the following:

1. Pre-Application meeting with Staff (discuss process and feasibility of hooking to water & sewer)
2. Completed application including annexation fee \$500
3. Annexation Petition
4. Map of proposed annexation
5. Development Master Plan
6. Map Amendment Application (Zone Change)
7. Water & Sewer Connection Permit (if connecting upon annexation)
8. Any relevant information Planning & Zoning or the Engineering Department requires to adequately review the permit application.

REVIEW PROCESS

Town Ordinance requires the petition to be reviewed by the Planning Commission and Town Council twice. The first review is to establish that the petition complies with State Statute and Town Ordinance. The second review is a public hearing process, to allow public comment and pass a resolution accepting or denying the annexation into the Town of Pinedale. The petition materials will be sent to other agencies and/or departments for their review and comment. If these reviews and comments suggest further professional reviews or studies are required, those fees will be passed onto the applicant. Should the proposed annexation contain details that must be formalized an Annexation Agreement will be required. Annexations will be placed on the meeting agendas on a first come, first serve basis. Applicants or their agent must attend the Planning & Zoning Commission meetings and the Town Council meetings or the application will not be heard by the boards.

VALIDITY

Once the annexation is approved, a resolution will be passed and signed by the Town Council stating the effective date.

ANNEXATION CHECK LIST

MASTER PLAN

A written narrative of the project describing the reason for the project and proposed development and zoning. Include a written response to the following:

1. That an annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the Town;
2. That the urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the Town;
3. That the area sought to be annexed is a logical and feasible addition to the Town and that the extension of basic services, such as public water and sewer systems, police and fire protection, and other services available to residents of the Town can reasonably be furnished to the area proposed to be annexed;
4. That the area sought to be annexed is contiguous with or adjacent to the Town. Contiguity will not be adversely affected by the existence of a platted street or alley, a public or private right-of-way, a lake, stream, reservoir or other natural or artificial waterway located between the Town and the land sought to be annexed;
5. That within the area proposed to be annexed all improvements have been completed in full compliance with Chapter 16.48, excepting the word "subdivision" where it appears in Chapter 16.48 and substituting therefor the words "area proposed to be annexed," and excepting the word "subdivider" where it appears in Chapter 16.48 and substituting therefor the word "landowners." The provisions of this subsection notwithstanding, this finding shall not be required when annexation is requested pursuant to Section 16.52.035, Alternative petition.

PETITION & MAP

1. A legal description of the area sought to be annexed;
2. A request that the described territory be annexed;
3. A statement that each signer is an owner of land and a description of his land within the area proposed to be annexed and that there are no other owners of land within the area proposed to be annexed; (d) A map of the area proposed to be annexed. The size of the map shall conform with Section 33-29-111, Wyoming Statutes 1977, as amended. The map shall contain the following information:
 - a. Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land,
 - b. Names and addresses of the owner and engineer,
 - c. Location by sections, town, range, township, county, state,
 - d. Names of streets within the adjoining plats,
 - e. Boundaries of the land proposed for annexation indicated by a heavy line and the approximate acreage,
 - f. Location, widths and names of existing or platted streets, rights-of-way, easements, parks, permanent buildings, section and corporation lines,
 - g. Zoning districts as established by Sublette County, if any,
 - h. The zoning district to be requested, the proposed zoning plan for the areas, including dimensions and the relationship of requested zoning to any master plan for the area,
 - i. Soil characteristics and grades of slopes;
4. A statement of the proposed use of all of the area proposed to be annexed, stating the type of residential buildings with the number of proposed dwelling units, type of business or industry, so as to reveal the effect of the development on traffic, fire hazard or congestion of population;
5. Covenants and restrictions in effect, if any;
6. The proposed zoning plan for the area including dimensions and the relationship of the proposed zoning district to any master plan for the area.

ANNEXATION APPLICATION

TOWN OF PINEDALE
 210 W PINE STREET, P.O. BOX 709
 PINEDALE, WYOMING 82941-210

PHONE: (307) 367-4136
 FAX: (307) 367-2578
 hayleyryckman@townofpinedale.us

PROJECT NAME: _____	DATE: _____ PIDN: _____
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PROPERTY OWNER	PROPERTY OWNER NAME: _____			
	MAILING ADDRESS: _____	CITY: _____	STATE: _____	ZIP CODE: _____
	PHONE: _____	EMAIL: _____		

AGENT	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER)			
	MAILING ADDRESS: _____	CITY: _____	STATE: _____	ZIP CODE: _____
	PHONE: _____	EMAIL: _____		

CONTACT	<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other: _____ (if other complete rest of "Contact" section)			
	MAILING ADDRESS: _____	CITY: _____	STATE: _____	ZIP CODE: _____
	PHONE: _____	EMAIL: _____		

PROPERTY DETAILS	LOT: _____	BLOCK: _____	SEC., TOWNSHIP, RANGE: _____	ADDITION: _____
	PARCEL SIZE / AREA: _____		STREET ADDRESS: _____	
	ZONE: _____		PIDN: _____	
	ARE THERE COVENANTS OR DEED RESRICTIONS PERTAINING TO THIS PROPERTY? <input type="checkbox"/> NO <input type="checkbox"/> YES			
	IS APPROVAL REQUIRED BY A HOMEOWNERS ASSOCIATION OR ARCHITECTURAL COMMITTEE? <input type="checkbox"/> NO <input type="checkbox"/> YES			

ANNEXATION DESCRIPTION	COUNTY ZONING DISTRICT : _____		PROPOSED TOWN ZONING DISTRICT: _____	
	IS THE PROPERTY? <input type="checkbox"/> VACANT <input type="checkbox"/> DEVELOPED (DESCRIBE DEVELOPMENT)			
	ARE THERE COVENANTS OR DEED RESRICTIONS PERTAINING TO THIS PROPERTY? <input type="checkbox"/> NO <input type="checkbox"/> YES			
	IS WATER SERVICE CONNECTED TO TOWN <input type="checkbox"/> NO <input type="checkbox"/> YES			
	IS SEWER SERVICE CONNECTED TO TOWN <input type="checkbox"/> NO <input type="checkbox"/> YES			

I hereby acknowledge that I have read this application and stated that the information contained herein is accurate to the best of my knowledge and agree to comply with all town ordinances and state laws regulating building construction. I agree to contact the Town of Pinedale Public Works to schedule required inspection s included in this application. I also understand that this permit is of public record. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.

Signature _____ Date _____

\$500 APPLICATION FEE	PAYMENT: CASH MO CREDIT CH#
Date: _____ Parcel Map ID Number: _____ Permit Fee: _____ Permit Approved By: _____ Additional permits Submitted: <input type="checkbox"/> WATER & SEWER (IF APPLICABLE, PERMIT NO. _____)	