



Annexation Procedure

Application fee of \$250

Property must be adjacent to existing municipal boundaries to request annexation.

Information and Materials Required:

1. Completed and signed Application for Voluntary Annexation form.
2. Petition for Annexation form(s) signed by at least three-fourths of the registered voters and the owners of at least three-fourths of the value of the territory involved in the request.
3. A map exhibit of the property to be annexed.

Procedure:

1. Contact the Planning Department to discuss the proposed annexation (Recommended).
2. Submit the signed application, petition, and map exhibit to the Planning Department.
3. Petition for Annexation signatures are validated before consideration by the Planning Commission.
4. Validated Petition for Annexation is placed on the Planning Commission agenda per the approved submittal schedule.
5. Planning Commission considers the request and makes a recommendation to the City Council.
6. The request and recommendation of the Planning Commission is placed on the next City Council Agenda as a proposed Resolution of Annexation for the territory.
7. The City Council acts on the request by approving or denying the Resolution of Annexation.
8. Approved Resolutions of Annexation are published, then filed by the City with the County Register of Deeds twenty days after publication.

Suspended Review:

If City Staff determines that the application does not contain the specified and required information, or there are problems with the submitted Petition for Annexation, review of the application shall be suspended, and the owner and/or designated agent shall be notified of the deficiency. When complete information and sufficient signatures on the petition are provided by the owner and/or designated agent, review of the application shall be re-engaged. Applications suspended for more than ninety (90) consecutive days shall be denied administratively.

Withdrawal of Request:

Requests for annexation may be withdrawn prior to approval of the related Resolution of Annexation by the City Council by submitting a letter signed by more than one-fourth of the registered voters and/or owners of the value of the territory to the Planning Department.



Planning Department
 420 Villa Drive, Box Elder, SD 57719
 Phone: 605-923-1404 Fax: 605-923-4264
 This institution is an equal opportunity provider

Application for Voluntary Annexation

Please attach a map exhibit of property(s) to be annexed and the Petition for Annexation signed by no less than three-fourths of the registered voters and the owners of no less than three-fourths of the value of the property in addition to this application form.

Legal Description: (Attach additional sheets as necessary)

General location or street address:

Size of Parcel:

Current Zoning: (if applicable)

Existing Land Use:

Purpose of Annexation Request:

Petitioner/Owner Information: (*Company and Title fields required if the property is owned by a corporation, partnership, etc.)

Print Name: _____ Phone: _____

Address: _____ Email: _____

City, State, Zip: _____ Date: _____

Company*: _____ Title *: _____

Signature: _____

Office Use Only			
Date Filed:		Resolution #:	
PC Date:		Publication Date:	
PC Action:		Effective Date:	
Council Action:		Routed to GIS/Utility Billing:	



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Petition for Annexation

We, the undersigned, hereby state that we constitute not less than three-fourths of the registered voters and the owners of not less than three-fourths of the value of the below described territory contiguous to the City of Box Elder and hereby petition the Common Council of the City of Box Elder to annex the following described territory pursuant to SDCL 9-4-1.

Legal description of the property:
Current assigned street address or addresses of the territory of the requested annexation:

NAME	ADDRESS	DATE
SIGN 1..... PRINT	STREET AND NUMBER CITY OR TOWN	DATE OF SIGNING
SIGN 2..... PRINT	STREET AND NUMBER CITY OR TOWN	DATE OF SIGNING
SIGN 3..... PRINT	STREET AND NUMBER CITY OR TOWN	DATE OF SIGNING
SIGN 4..... PRINT	STREET AND NUMBER CITY OR TOWN	DATE OF SIGNING
SIGN 5..... PRINT	STREET AND NUMBER CITY OR TOWN	DATE OF SIGNING
SIGN 6..... PRINT	STREET AND NUMBER CITY OR TOWN	DATE OF SIGNING