

100% VOLUNTARY ANNEXATION NOT IN AN URBANIZED AREA

The City Development Board provides this summary for general informational purposes only and is not intended to serve as a precise statement of Iowa law concerning boundary adjustments. For further information, review Iowa Code chapter 368 and the City Development Board's rules contained in the Iowa Administrative Code. Should you have legal questions concerning the boundary adjustment process, including annexations, city personnel are strongly encouraged to contact their City Attorney.

1. City receives application(s) for voluntary annexation by all the owners of land in territory adjoining the city and that territory is not within two miles of a city other than the city to which the annexation is directed. *See Iowa Code section 368.7(2).*
2. At least **14 business days** prior to any action by the city council on the application, the city shall provide a copy of the application(s) by **Certified Mail** to the board of supervisors of each county that contains a portion of the territory. *See Iowa Code section 368.7(2).*
3. At least **14 days** prior to any action by the city council on an application the City provides **published notice** of application in an official county newspaper of each county that contains a portion of the territory. *See Iowa Code section 368.7(2).*
4. If the city council approves the annexation application by resolution the city clerk:
 - a) **Files** a copy of the resolution, map and legal description of the territory with:
 - i) The Secretary of State
 - ii) The County Board of Supervisors of each county which contains a portion of the territory;
 - iii) Each affected public utility;
 - iv) The Iowa Department of Transportation.
 - b) **Records** a copy of the legal description, map and resolution with the County Recorder of each county that contains a portion of the territory. *See Iowa Code section 368.7(2).*
5. The annexation is complete upon acknowledgement by the Secretary of State that the legal description, map and resolution have been received. *See Iowa Code section 368.7(2).* An optional tool for consideration of smart planning principles is offered by Iowa State University at:
<http://blogs.extension.iastate.edu/planningBLUZ/files/2010/07/Annexation-Checklist.pdf>

PLEASE NOTE: Pursuant to Section 312.3(4) Iowa Code, the Mayor and Council are required to certify to the State Treasurer the actual population of the annexed area as determined by the last federal census of that area. The certification should be sent to: Treasurer of the State of Iowa, c/o RUT Acctg, 1st Floor Lucas State Office Building, 321 E. 12th Street, Des Moines, IA 50319.