IOWA ECONOMIC DEVELOPMENT AUTHORITY
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IOWA Economic Development

100% VOLUNTARY ANNEXATION NOT IN AN URBANIZED AREA

The City Development Board ("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 Iowa Administrative Code 263. 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 applications for voluntary annexation by all the owners of all the land included in the Annexation Territory adjoining the City and that Annexation Territory is **NOT** within two (2) miles of a City other than the City to which the annexation is directed.
2. At least **fourteen (14) business days** prior to any action on the application(s) by the City Council, the City shall provide a copy of the application(s) (including the legal description and map of the territory showing its location in relationship to the City) by **CERTIFIED MAIL** to the chair of the Board of Supervisors for each County containing a portion of the Annexation Territory.
3. Prior to any action by the City Council on the application(s), the City shall publish notice of the application(s) in an official County newspaper at least **14 business days** or post notice in accordance **with Iowa Code §362.3** if the City's population two hundred (200) or less.
4. If the City Council approves the proposed annexation by resolution, the City Clerk shall:
    a. File a copy of the resolution, map, and legal description of the Annexation Territory with:
        i. the Board of Supervisors of each County which contains a portion of the Annexation Territory;
        ii. each public utility that serves the Annexation Territory; and
        iii. the Iowa Department of Transportation.
    b. File a copy of the resolution, map, and legal description of the Annexation Territory as well as copies of all notices and publications and certification that the City has complied with the notice requirements of Iowa Code Chapter 368 (including proof of mailing of the application(s) and affidavit of publication of the required public notice) with the Secretary of State
    c. Record a copy of the resolution, map, and legal description of the Annexation Territory with the County Recorder of each County which contains a portion of the Annexation Territory
5. The annexation is complete upon acknowledgement by the Secretary of State that the legal description, map, and resolution have been received.

PLEASE NOTE: Pursuant to Iowa Code section 312.3(4), the Mayor and Council shall certify the actual population of the Annexation Territory as determined by the last census to the State Treasurer. The certification should be sent to: Treasurer of the State of Iowa, c/o RUT, Capitol Building, Des Moines, IA 50319 or treasurer@tos.iowa.gov.