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# Annexation Instructions and Application

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## APPLICATION PROCESS

1. Confer with staff regarding the general nature of the request.
2. Prepare the required documents and drawings and, if necessary, recheck with staff to confirm that they are in proper form. Incomplete applications cannot be processed.
3. There are no application fees associated with an annexation request to the City of \_\_\_\_\_  
**OR** There is an application fee in the amount of \$\_\_\_\_\_ associated with an annexation request to the City of \_\_\_\_\_.
4. After following the notification procedures in [Iowa Code Chapter 368](#), the City Council will set a public hearing regarding the annexation and vote for approval or denial of the request. The application will then be forwarded to the City Development Board (if annexation is located within two (2) miles of any other municipal corporate limits or if the total annexation territory contains property owned by a non-consenting party) or forwarded to the Secretary of State for approval.

## DOCUMENTS TO BE SUBMITTED

1. **Letter of Request to be Annexed to the City** – example on page 3
2. **Legal Description** of the property to be annexed. The legal description shall match the legal description of the property as it appears on the deed(s).
3. **Property Address** – if the property has an assigned address
4. **Property Deed(s)** - a copy of the property deed(s) to allow the City to verify the legal description and ownership of the property to be annexed.
5. **Annexation Map** - a separate page with a map of the property to be annexed. Whenever possible, the map should reference a known street intersection. The City may reject maps that do not provide clear representation of the property requested to be annexed.

### Applicant or Agent (if different from Owner)

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Architect/Engineer/Other

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**CONTACT INFORMATION**

**Property Owner 1**

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner 2 (if applicable)**

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner 3 (if applicable)**

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Note: If additional space is required for additional Owners and their contact info, make a copy of this page and attach it to this application. \* If a corporation, limited liability company, association, trust, non-profit organization, or any other legal entity owns the property proposed for voluntary annexation, an agent or agents responsible for the affairs of the legal entity must sign the application as the property owner(s). It must be noted that the agent(s) is (are) acting on behalf of the legal entity. In addition, documentation, such as incorporation documents, must be included that show the agent's authority to act on behalf of the legal entity. If the property owner is a religious institution, a written explanation must be provided on the institution's letterhead that the person(s) signing the application can act on behalf of the institution. One or more established leaders of the religious congregation must also attest to the letter.*

**PROPERTY INFORMATION**

Area to be annexed: \_\_\_\_\_ Acres Current County Zoning Classification: \_\_\_\_\_

Land Use Map Designation: \_\_\_\_\_

Any existing structures located on property to be annexed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Is a rezoning application being filed with the request? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Is a preliminary plat being filed with the request? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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**APPLICATION LETTER**

APPLICATION FOR VOLUNTARY ANNEXATION TO THE  
CITY OF \_\_\_\_\_ ( \_\_\_\_\_ COUNTY), IOWA

**To the Mayor and City Council of the City of \_\_\_\_\_:**

The undersigned, \_\_\_\_\_,  
owner(s) or Authorized representative(s) of the owner(s) of all the property legally described in  
Exhibit A, attached hereto and by this reference made a part hereof, and as shown on the  
attached map, Exhibit B, hereto and by this reference made a part hereof authorized to execute  
this application of the owners of the property legally described in Exhibit A respectfully  
request(s) the property to be annexed and become part of the City of \_\_\_\_\_, Iowa.

**Exhibits Attached**

Exhibit A - Legal Description of the property to be annexed

Exhibit B – Map of the property to be annexed

Exhibit C – Property Deed(s)

**OWNER(S)**

Owner 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF IOWA, COUNTY OF \_\_\_\_\_, ss:

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON \_\_\_\_\_, 202\_\_ BY

\_\_\_\_\_ (NAME OF SIGNOR)

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

(NOTARY SEAL)

My commission expires:

[MM/DD/YYYY]

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Owner 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF IOWA, COUNTY OF \_\_\_\_\_, ss:

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON \_\_\_\_\_, 202\_\_ BY

\_\_\_\_\_ (NAME OF SIGNOR)

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

(NOTARY SEAL)

My commission expires: [MM/DD/YYYY]

Owner 3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF IOWA, COUNTY OF \_\_\_\_\_, ss:

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON \_\_\_\_\_, 202\_\_ BY

\_\_\_\_\_ (NAME OF SIGNOR)

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

(NOTARY SEAL)

My commission expires: [MM/DD/YYYY]

**Please attach additional Signature Pages for the notarized signature of all consenting Property Owner and Contract Buyer (if any).**

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**Optional:**

I hereby waive my right to withdraw consent to annexation within three (3) business days after the public hearing on the application as evidenced by my signature below.

Owner 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner 3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

SAMPLE

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**Exhibit A – Legal Description**

SAMPLE

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**Exhibit B – Map of Property**

SAMPLE

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**Exhibit C – Property Deed**

**SAMPLE**