



City of Jefferson
 Department of Planning & Protective Services
 320 E. McCarty Street
 Jefferson City, MO 65101
 Phone: 573-634-6410
jcplanning@jeffcitymo.org
www.jeffersoncitymo.gov

APPLICATION FOR VOLUNTARY ANNEXATION

- PETITION FOR VOLUNTARY ANNEXATION OF CONTIGUOUS PROPERTY**
 AGREEMENT FOR FUTURE VOLUNTARY ANNEXATION OF NON-CONTIGUOUS PROPERTY

This application requests the City of Jefferson prepare a Petition for Voluntary Annexation of Contiguous Property or Agreement for Future Voluntary Annexation of Non-Contiguous Property.

Please read the *Information and Instructions* on the reverse side of this form. Return this form to

Planning and Protective Services
320 East McCarty Street, Jefferson City, Missouri 65101

The undersigned requests that documents be prepared for voluntary annexation of the property described below:

1. Property Address: _____
2. Property Description or Acreage if known: _____
3. Current Use of Property: _____
4. Property Owner Signature (At least one owner of the property must sign this application).

 Property Owner Name (type or print)

 Property Owner Signature

 Property Owner Name (type or print)

 Property Owner Signature

Address of Property Owner #1	
Name	
Mailing Address	
Phone Number	
Address of Property Owner #2	
Name	
Mailing Address	
Phone Number	

For City Staff Use Only:

The following supporting documentation is attached for forwarding to Law Department (check all that apply)

- Map showing property location and boundaries
- Property deed
- Property description and plat, if applicable
- Names of all property owners
- Additional sheets (specify) _____

Date Received: _____

Date Delivered to Law Department: _____

- Petition or Agreement Prepared

Date Returned to Planning Division



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Project Information (Please use additional sheets if necessary)			
Name of Project			
Location/Address			
Submitted by			
Applications Submitted (Check box and circle item)	<input type="checkbox"/> P&Z: Zoning Amend Comp Plan Amend Special Exception PUD Sub. Plat Annexation		
	<input type="checkbox"/> BOA: CUP Variance Appeal		
	<input type="checkbox"/> Staff: Site Plan Bldg Plans Grading Plan Change of Use Temp Use		
Consultant(s) (List lead consultant and all others who are responsible for major project)			
Lead Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Property Owners/Applicants (List owner; Mark "X" next to the name of the primary)			
Owner Name			
Address			
Telephone No.		Fax No.	
E-Mail			
Applicant Name			
Address			
Telephone No.		Fax No.	
E-Mail			

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Application for Voluntary Annexation Information and Instructions

Property owners requesting annexation by the City of Jefferson should complete this form and attach copies of the following documents:

- (1) Property deeds for the property to be annexed;
- (2) Names of all owners of the property; and
- (3) Location map (planning staff will assist with the preparation of the location map upon request);

Applicants petitioning for sanitary sewer services should include a copy of the subdivision plat and/or improvement plans.

Process:

- Voluntary annexation procedures are governed by Chapter 71, RSMO.
- The initial application may be signed by one property owner.
- After the application is received by the Planning Division, it will be forwarded to the Law Department where the *Petition or Agreement*, as appropriate, will be prepared. Please note that *all owners of the subject property must sign the final Petition or Agreement*.
- In all cases, City staff will contact the property owner to complete the final *Petition or Agreement*.
- After a *Petition* has been signed, annexation of contiguous property (property that already touches the city boundary) may be processed immediately.
- *Agreements* for annexation of non-contiguous property (property that does not currently touch the current city boundary) will be held until such time as the property does become contiguous.
- The *Petition or Agreement* should be returned to the City. The process to complete annexation may take up to two months.
- When annexation occurs,
 - Land is automatically zoned RU Rural Use, unless the property owner requests a different zoning designation. Planning staff will assist the property owner with processing of zoning district requests through the Planning and Zoning Commission, and Council Ward assignment will be determined.
 - The City Council will conclude the annexation process in accordance with state law, with public hearings as required and adoption of one or more ordinances.

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