

# Annexation Procedures



## A Strategy for Success!

### What is an Annexation?

The annexation process provides for the ability of a property owner or owners to petition to have their land included within the corporate boundaries of the City of Elko.

Annexation may be appropriate in anticipation of urban type development of property in conjunction with a desire to receive a wide range of City amenities such as street maintenance, or municipal water or sewer service.

In most instances when land is annexed into the City of Elko, the property assumes a zoning classification of AG (General Agricultural). This zoning district is intended to constitute a “hold” district to retain land in less intensive use until the time is appropriate for more intensive development. Benefit to a property owner would be to keep the tax base low while at the same time allowing for the annexed land to be included in the long range infrastructure planning for the City.

An alternative approach that is available to the applicant is to request that a specific zoning classification be considered in conjunction with the annexation. This approach

may be appropriate when City services such as streets, sewer and water are in close proximity to the property.

## **What is the Criteria for an Annexation?**

To qualify for annexation to the City of Elko, property must be contiguous to the boundary of the City directly, or separated by a street, alley, or other right-of-way. “Contiguous” also means that not less than 15 per cent of the total boundary of the property proposed to be annexed is common with the boundary of the City.

## **Annexation Applications**

Applications are available at the City Planning Department, Elko City Hall.

- ◆ Potential applicants should discuss their request with representatives from the City Planning and Engineering Departments prior to filing to determine applicability.
- ◆ A nonrefundable fee to cover processing, legal and mailing costs is required.
- ◆ Applications must be accompanied with an annexation map of the area proposed for annexation and a legal description of property. A detailed site plan may also be required.

## **What happens after filing?**

The application or petition for annexation is initially presented to the Board of Supervisors. If the petition is accepted, the Board directs City Staff to begin the annexation process. The next step is to schedule the annexation for the review and consideration of the Elko City Planning Commission, normally within 30 days after the petition has been accepted by the Board. The City Staff evaluates the merits of the annexation and develops a Staff Report that is included with your application for the Planning Commission.

Before the meeting, you will receive an agenda and a copy of the Staff Report. During the consideration of your request, you will be asked to make an oral presentation of the facts related to your case. This will be followed by a response from the Planning Staff. The Commission Chairperson may receive any public comment and the Commission will discuss the request and follow with a recommendation to the Board of Supervisors. Subsequently, City Staff will prepare an annexation ordinance and a date is set for consideration of your request by the Board. If the Board conducts first reading of the Ordinance, then a public hearing, second reading and possible adoption of the annexation ordinance is scheduled for a subsequent meeting. Please note that adoption of any ordinance requires at least two separate readings by the governing body.

Upon conducting second reading and adoption of the annexation ordinance by the Board of Supervisors, the ordinance is published, the annexation map and other legal documents recorded and the annexation process has been successfully concluded.