

Request for Annexation

Star Sewer & Water District

Date

The following information is required by the Star Sewer & Water District for annexation to the District. **Only the property owner or his legal representative may petition for inclusion into the District.** When completing this request, be sure to list the person(s) name as it will appear on legal documents. If you are not the property owner of record, please include your title.

Petitioner(s) (Property Owner) If not property owner, must attach document showing power of attorney. PRINT LEGIBLY			
Mailing Address	City	State	Zip
Daytime Phone	Other Daytime Phone		
Email Address (print legibly)			
Contact Person if other than above	Association with Property	Phone No.	
General Location of Property			
Name of Development			
Potential Number of Sewer Connections	Potential Number of Water Connections		

The following information/documents must be submitted with this request:

- _____ Legal description on 8.5" x 11" paper. Legal description must include the total number of acres.
- _____ Legal description on disk in an editable format (Microsoft Word).
- _____ Site map with east-west and north-south street references on 8.5" x 11" paper. Site must be indicated on map.
- _____ Power of Attorney (if applicable).

Requests for Annexation will not be processed without the above information/documents.

This application is not a petition for annexation. The annexation process will not begin until the District receives the signed petition for inclusion. Following receipt of the completed *request for annexation*, petitions for inclusion will be prepared for your signature. Upon receipt of the signed petition, the District's engineer will be authorized to prepare with staff the conditions of annexation for the property. Following your input, the District's engineer will meet with staff and a final draft of the conditions will be prepared for presentation to the Board at public hearing. You will be responsible for all cost related to this annexation, which includes but is not limited to, attorney's fees, engineering fees, publication fees, and filing fees. If the property owner is in agreement with the staff proposed, conditions they will be asked to sign a draft copy. Annexation into the District will not be complete until the property owner signs the final conditions as set by the Board.

Petitioner's Signature _____

Date _____

Print Name _____

<u>For Office Use Only</u>		
1. Date First Application Received	2. Request Complete Yes/No	3. Request for additional information sent
4. Date Additional Information Received	5. Dated Signed Petition Received	6. Date Legal/Site Map Verified by Engineer
7. Date Legal/Site Map Verified by Engineer	8. Draft of Conditions Received from Engineer	9. Date of Staff Review
10. Acknowledgement of Conditions Received	11. Date of Publication	12. Date of Public Hearing
13. Date Final Conditions Sent	14. Date Signed Final Conditions Received	15. Applicable Conditions Met