



Roosevelt City Corporation

255 South State Street
Roosevelt, Utah 84066

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Rooseveltcity.com

Disclaimer: The information provided herein is provided for general information and educational purposes only and does not replace the laws of the State of Utah or Roosevelt City.

The petitioner is responsible for knowing and abiding by all requirements and deadlines regarding the annexation process as outlined in the applicable statutes.

1 - PETITIONER

PRE-PETITION STEPS

- 1.** Review The Roosevelt City Annexation Policy Plan
- 2.** Review Utah State Code Chapter 10-2-4 - ***Annexation***, paying particular attention to Section 10-2-4-403 regarding the petition process
- 3.** Understand that a petition may not propose the annexation of all, or part of an area proposed for annexation to a municipality in a previously filed petition that has not been denied, rejected, or granted.
- 4.** Verify the area considered for annexation is generally located within the City's annexation area and meets the descriptions indicated in the Roosevelt City Annexation Policy Plan.
- 5.** Verify the boundaries of the area proposed for annexation shall, if possible, be drawn:
 - a.** along the boundaries of existing local districts and special service districts for sewer, water, and other services, along the boundaries of school districts whose boundaries follow city boundaries or school districts adjacent to school districts whose boundaries follow city boundaries, and along the boundaries of other taxing entities;
 - b.** to eliminate islands and peninsulas of territory that is not receiving municipal-type services;
 - c.** to facilitate the consolidation of overlapping functions of local government;
 - d.** to promote the efficient delivery of services; and to encourage the equitable distribution of community resources and obligations.
- 6.** Complete Notice of Intent to File letters, including an accurate map of the area that is going to be proposed to be annexed
 - a.** Templates will be provided for letters to be addressed to Duchesne County and Affected Entities
 - b.** Must be filed with the City Recorder
 - c.** Sent to each affected entity as defined in UCA 10-2-401
 - d.** Sent to Duchesne County along with payment of an amount equal to the County's expected actual cost of mailing the notice. It is the petitioner's responsibility to pay Duchesne County for

printing/mailing of notices.

- i. The Notice of Intent sent by the County must contain the language in UCA 10-2-403(2)(b)(i)(A)
- ii. The County shall mail the Notice of Intent within 20 days after receiving the written request to mail the notice to:
- iii. Each owner of real property located within the area to be annexed
- iv. Each owner of real property located within 300 ft. of the area proposed to be annexed
- v. The County must send Roosevelt City a copy of the Notice of Intent and a certificate indicating that it was mailed as required.

FILING THE ANNEXATION PETITION

- 1.** Compile a complete Annexation Petition, which must include:
 - a.** An accurate map, prepared by a licensed surveyor, of the area proposed for annexation; and
 - b.** Designation of up to five signers as sponsors, one of whom shall be designated as the Main Contact. Mailing addresses must be included.
 - c.** Official Signatures of Property Owners:
 - i.** Signatures must be on the Official Signatures page(s) that includes the required Notice to Property Owners. This page may be duplicated as needed for circulation in obtaining signatures.
 - ii.** Signatures of owners of a majority of private real property located within the area proposed for annexation (property must be equal to at least one third of the value of all private property located within the area proposed for annexation); AND
 - iii.** Owners of 100% of the private land area within the area proposed for annexation if the area is within:
 - An agricultural protection area created under UCA Title 17, Chapter 41; or
 - Migratory bird production area created under UCA Title 23, Chapter 28
(property must be equal to at least one third of the value of all private property located within the area proposed for annexation)
- 2.** File Petition with the Roosevelt City Recorder during regular Roosevelt City Hall business hours
- 3.** Deliver or mail a copy of the Petition to the Duchesne County Clerk's Office on the date of filing with the Roosevelt City Recorder (this requirement is satisfied by the City Recorder emailing a copy of the petition to the County Clerk)

2 - CITY

AFTER RECEIPT OF PETITION BY CITY RECORDER

- 1.** Annexation Petition to be taken to the City Council within 14 days from the date Petition was filed with the City Recorder. At that time, the City Council may:
 - a.** Accept the Petition for further consideration.
 - i.** If the Petition is not acted upon at this meeting, the Petition is considered accepted for further consideration
 - b.** Deny the Petition
 - i.** If denied, the City Recorder shall, within five days after denial, mail written notice of denial to the Main Contact and County Clerk

IF ANNEXATION IS ACCEPTED FOR FURTHER CONSIDERATION

- 1.** Within 30 days of acceptance, City Recorder shall:
 - a.** Obtain any records from the County Assessor, Clerk, Surveyor, and Recorder necessary to determine whether the Petition meets the requirements of UCA 10-2- 403(3), (4), and (5); and
 - b.** Determine, with any necessary assistance from the City Attorney or City Staff, if the Petition meets those same requirements of UCA 10-2-403(3), (4), and (5)
 - i.** If Petition is determined to meet requirements:
 - 1.** City Record shall certify the Petition
 - 2.** Mail or deliver written Notice of Certification to the City Council, the Main Contact, and the Duchesne County Board of Commissioners
 - ii.** If Petition is determined as failing to meet requirements:
 - 1.** City Recorder must reject the Petition
 - 2.** Mail or deliver notice of rejection and the reasons for rejection to the City Council, Main Contact, and the Duchesne County Board of Commissioners.
 - a.** If Petition is rejected, the Petition may be modified and re-filed as a newly filed petition (process starts all over).

IF ANNEXATION IS CERTIFIED BY CITY RECORDER

- 1.** The City Council must advise the public of the Notice of Certification and intent to consider the Petition (UCA 10-4-206):
 - a.** No later than 10 days after Notice of Certification, notice is to be provided within the area proposed for annexation and the unincorporated area within ½ mile of the proposed annexation area by:

3 - PROTESTS

PROTESTS TO ANNEXATION PETITIONS

- 1.** Protests may be filed by:
 - a. the legislative body or governing board of an affected entity:
 - i. Affected entity is defined as: the county, any local district, special service district, school district whose boundary includes any part of the proposed annexation area if the boundary is proposed to be adjusted as a result of the annexation, and any municipality whose boundaries are within ½ mile of the proposed annexation area
 - b. An owner of rural real property
 - i. Rural real property means an area that is zoned primarily for manufacturing, commercial, or agricultural purpose and does not include residential units with a density greater than one unit per acre.
- 2.** Filing a Protest:
 - a. Must be filed within 30 days of City Council's receipt of Notice of Certification
 - b. Must be filed with the Duchesne County Commission
 - c. A copy of the protest must be delivered or mailed to the Roosevelt City Recorder on the date protest is filed
 - d. Protests must:
 - i. State each reason and justification for protest, as well as any other information deemed to be pertinent to the protest
 - ii. State the name and address of a contact person to receive notice from the Duchesne County Commission
 - iii. Contain other information that the Duchesne County Commission by rule requires
- 3.** Receipt of Protest:
 - a. Duchesne County Clerk shall immediately notify Duchesne County Legislative Body of any protest and deliver protest to the Duchesne County Commission within five days of receipt.
 - b. If a protest is filed within the 30 days, the City Council may, at the next regular meeting thereafter the expiration of the 30-day protest period, deny the Petition.
 - i. If City Council denies, written notice of denial shall be mailed within 5 days after denial to Petition Main Contact, Duchesne County Commission, and each entity that filed a protest.
 1. Notice of the denial of the Petition must be sent to the contact sponsor, the commission, and the protestor within 5 days.
 - ii. If not denied or considered, the City Council cannot take any further action until after receipt of the Duchesne County Commission's notice of its decision on a protest.

- iii. If the Commission approves the Petition for Annexation, the City Council may:
 - 1. Deny the Petition
 - 2. Approve the Petition consistent with the Commission's decision
 - a. Rural real property shall be excluded unless the property owner provides written consent to include the property.

IF NO PROTESTS ARE RECEIVED

- 1. If no protests are received within the 30 days following the City Recorder's Notice of Certification, then the City Council may approve the annexation, AFTER:
 - a. Noticing a public hearing at least 7 days before the hearing on the Utah Public Notice Website and the City Website.
 - b. Noticing a public hearing by posting one notice and one additional notice per 2,000 combined population total of the City and the area proposed for annexation where most likely to be seen
 - c. Holding the public hearing

4 - ANNEXATION APPROVAL

IF APPROVED

- 1.** City Council shall grant the Petition and annex the area by ordinance
- 2.** Within 60 days of adopting the ordinance, the City Council shall file with the Lieutenant Governor a copy of approved final local entity plat, and notice of an impending boundary action as defined in (UCA 67-1a-6.5) that meets the requirements of 67-1a-6.5(3) and a copy of an approved final local entity plat as required.
- 3.** Upon receipt of Lieutenant Governor's issuance of a Certificate of Annexation, the City Council shall:
 - a.** Submit to Duchesne County Recorder the original:
 - i.** Notice of impending boundary action
 - ii.** Certificate of Annexation
 - iii.** Approved final local entity plat
 - iv.** Certified copy of ordinance approving the annexation
 - b.** Send notice to each affected entity and any local district whose boundaries have been modified, pursuant to UCA to UCA 17B-1-416 and/or 17B-1-502(2). Notice must contain effective date:
 - i.** Date of the Lieutenant Governor's Issuance of a Certificate of Annexation
 - c.** File with the Department of Health (UCA 26-8a-414):
 - i.** Certified copy of ordinance approve annexation
 - ii.** Copy of the approved local entity plat
- 4.** The annexation is completed and takes effect the date of the Lieutenant Governor's issuance of a Certificate of Annexation

ORDINANCE NO. 2004-314

**AN ORDINANCE ADDING AN ANNEXATION GROWTH
PLAN ADDENDUM TO THE GENERAL PLAN**

A. General Annexation Criteria of Roosevelt City

In accordance with the provisions of 10-2-400, Utah Code Annotated, the City of Roosevelt hereby adopts the following criteria for consideration of possible future annexations. This annexation policy declaration is intended to incorporate by reference all of the criteria required and suggested by Sections 10-2-400 et seq., Utah Code Annotated.

1. As part of its ongoing effort to plan and prepare for responsible growth, Roosevelt City has identified territory adjacent to its present city boundaries that could at some time in the future be a part of Roosevelt City. Areas to be annexed must fall within the areas designated for future annexation in the Annexation Policy Plan of Roosevelt City and shown on the attached expansion area map. Even though property proposed for annexation is located within the annexation expansion area, there is no guarantee that the annexation request will be approved by Roosevelt City.

2. The character of the community is mixed residential, commercial and agricultural. Areas to be annexed should be compatible with this character.

3. Areas to be annexed must be contiguous to the corporate limits of Roosevelt City at the time of submission of an annexation request

4. Areas to be annexed shall not be located within the corporate limits of another incorporated city or be part of a previously filed annexation petition that has been either denied, accepted or approved.

5. The City also favors (a.) eliminating and/or not creating islands and peninsulas of unincorporated territory; (b.) consolidating overlapping functions of government; (c.) promoting efficient delivery of services; (d.) encouraging the equitable distribution of community resources and obligations; and (e.) giving consideration to the tax consequences to property owners within the area to be annexed, as well as the property owners within the municipality in order to prevent double taxation and to ascertain that the annexation will not be a tax liability to the taxpayers within the municipality.

The city does not favor the annexation of areas for which it does not have the capability to provide municipal services.

6. It is not Roosevelt City's intent to annex territory for the sole purpose of acquiring revenue.

7. The annexation petition must comply with the requirements of Section 1-2-403, Utah Code Annotated.

B. Procedures for submission of an annexation request

The following steps reflect a general summary of the requirements and procedures for processing an annexation request in Roosevelt City:

1. An annexation petition accompanied by an annexation plat must be submitted to the City Recorder. Said petition shall:

(a) be signed by private property owners of record which cover a majority of the area to be annexed. Said owners shall also represent at least one-third (1/3) of the assessed valuation of the private aggregate properties to be annexed, as reflected on the last assessment roles.

(b) represent an area contiguous to the existing corporate limits of Roosevelt City and shown to be within the areas designated for annexation in the Annexation Policy Plan of Roosevelt City.

(c) include an annexation plat prepared by an engineer or surveyor licensed in the State of Utah.

(d) designate up to 5 of the signers of the petition as sponsors, one of whom shall be designated as the contact sponsor. Each sponsor's mailing address shall be indicated.

2. The City Recorder, upon receipt of a properly prepared annexation petition accompanied by the proper plat shall impose such fees to recover the costs of processing said petition, as have been established by the City Council; and at that time shall place the petition on the agenda for consideration at a regular city council meeting within fourteen days of its receipt.

3. The City Council shall review the annexation petition and accept or deny the petition.

4. If accepted, the city recorder shall certify that it meets the above requirements and send the required notices, including a written notice to the city council. If denied, the city recorder shall send the required notices.

5. The City Council, within 10 days after the receipt of the recorder's notice of certification, shall publish a notice of the proposed annexation at least once a week for three (3) consecutive weeks. Within 20 days after the receipt of the recorder's notice of certification, the council must mail written notice of the proposed annexation to each affected entity as defined in state law. The notice shall explain how a written protest is to be filed within 30 days after the date of the council's receipt of the certification notice.

6. If no protest is filed during the designated protest period, the council may set a public hearing, after a minimum 7-day notice, and consider an ordinance to grant the proposed annexation. If a protest is filed, the county boundary commission shall hold a hearing on the protests within 30 days. The council may deny the proposed annexation at

its next regularly scheduled meeting. Required notices will be sent if the petition is denied.

7. Upon receipt of the county boundary commission's decision, the council may deny or approve the proposed annexation subject to the boundary commission's decision.

C. Extension of Needed Municipal Services in Developed and Developing Unincorporated Areas and Payment of the Same.

1. In areas where municipal services are not presently extended, services will be extended on an as-needed basis at the cost of the developer. All extensions of municipal services must comply with all ordinance and policy criteria and will be paid for by the individual developer or property owner.

2. An annexation agreement will be prepared between the city and future developers outlining specific circumstances relating to water and sewer, power and streets and other specific improvements prior to annexation approval.

Water rights, of the type and quantity acceptable to Roosevelt City that can be utilized for underground water rights (culinary) may be required to be conveyed to Roosevelt City as a condition of development, subdivision approval or issuance of a building permit on property annexed into the Roosevelt City limits. It is the intent that land annexed to Roosevelt City be accompanied by water rights sufficient to accommodate the needs of the existing and potential occupants of said land when development occurs. The water rights conveyance shall be in addition to any requirement that may be imposed upon development of the land after annexation and in addition to appropriate Roosevelt City culinary water impact fees.

Water rights conveyance, as referenced by previous paragraph, will be established on a case by case basis utilizing, among other things, Division of Drinking Water standards. Specific requirements will be contained in the annexation agreement, but the general guideline of one (1) acre foot of water per residential building permit will be a minimum standard.

The annexation will allow developers of the annexed property access to culinary water and sewer, provided all developments meet City specifications and comply with all applicable development ordinances and all improvements are installed pursuant to Roosevelt City standards.

The manner in which these amenities are developed will have a bearing on how they will be financed. Property taxes with increased valuation of property and sales tax will contribute to the general fund to help defray the added expenses the city may incur by annexing these properties. In summary, the newly annexed developing areas shall finance the extension of needed municipal services, such as new utilities, streets, curb and gutters, sidewalks and other capital improvements as development occurs.

Upon annexation, the newly annexed area shall receive the following services:

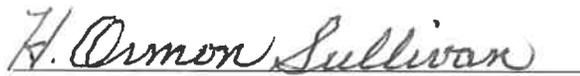
- a) fire protection
- b) police protection
- c) planning and zoning
- d) snow removal and street maintenance on deeded dedicated streets
- e) curb side garbage collection

It is not anticipated that the annexation will cause any adverse consequences to the residents in the city or in the area annexed, except there may be a slight reduction in general services to the city residents in the present city limits as general services are expanded into the newly annexed territory.

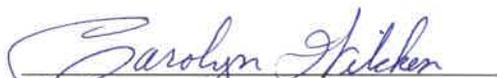
It is anticipated that the residents in the territory to be annexed will experience an increase in their property tax because of the difference in the certified tax rates in the county and Roosevelt City. It is further anticipated that as newly annexed territory property taxes are received by the city, the city will increase the total level of services within the total community. Additionally, persons in the newly annexed territory should experience reductions in their fire insurance rates and property insurance rates.

As areas become more densely populated, demand for services increases. Once this policy plan is adopted and areas begin to develop, continual planning by Roosevelt City will allow development to occur in an economical manner, since the homes, streets and other amenities will be developed in accord with Roosevelt City specifications. The plan and time frame for the extension of municipal services will be determined by the interest of the property owners to subdivide and develop their ground.

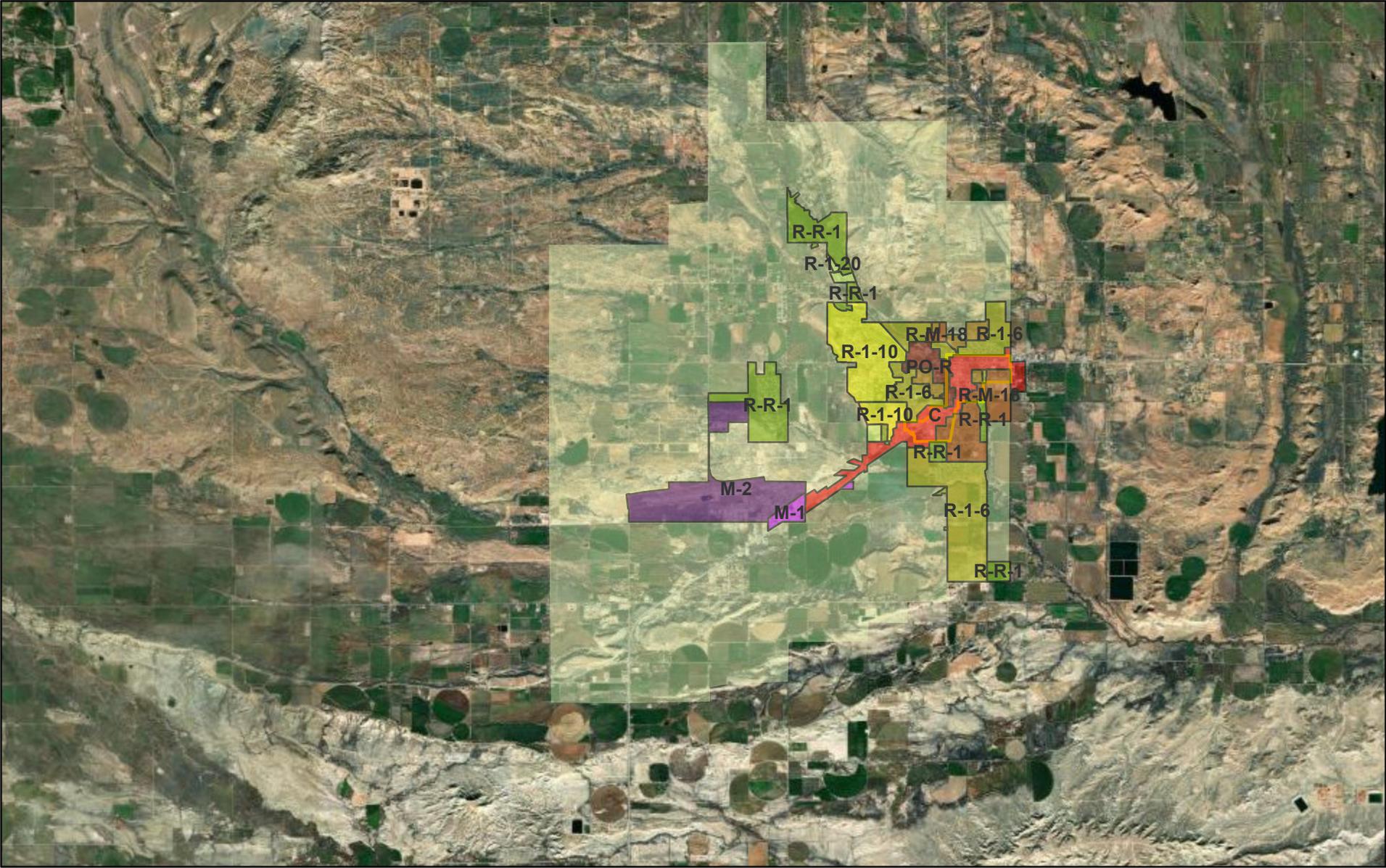
ADOPTED THIS 7th day of September, 2004.


H. Ormon Sullivan, Mayor

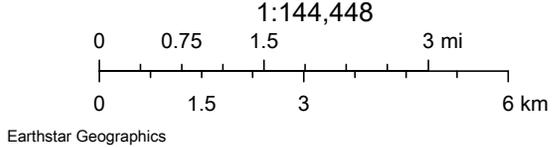
Attest:


Carolyn Wilcken, City Recorder

Annexation Boundary Map



November 17, 2022





Roosevelt City Corporation

255 South State Street
Roosevelt, Utah 84066

(435) 722-5001
722-5000 Fax

Rooseveltcity.com

ROOSEVELT CITY ANNEXATION PETITION

PETITION TITLE: _____

PROPERTY LOCATION: _____ ACREAGE: _____

AFFECTED PROPERTY OWNERS

within annexation area

PROPERTY OWNER NAMES:	PROPERTY ADDRESS	PARCEL ID#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional sheet as needed

MAIN CONTACT PERSON

It is the Main Contact's responsibility to notify/inform other property owners of any notifications or information received regarding this Annexation Petition

Name _____ Phone _____
Mailing Address _____ City _____
State _____ Zip _____ Email _____

INCLUDE WITH THIS PETITION (in accordance with UCA §10-2-403):

1. A copy of the Notice of Intent to File an Annexation Petition sent to affected entities as required, the date the notice was sent, and a list of the affected entities to which notice was sent.
2. Signature page(s) (must include the required statement) of property owners that are within the proposed annexation area.
3. One 24" x 36" accurate and recordable (mylar) map, prepared by a licensed surveyor, of the area proposed for annexation. Mylar copy must be stamped by the surveyor and meet the requirements of [UCA§ 17-23-20\(4\)](#).
4. Electronic copy of prepared map sent to sbellon@rooseveltcity.com
5. A legal property description in word format sent to: sbellon@rooseveltcity.com
6. On the date of filing with the City Recorder, deliver or mail a copy of petition (including map) to Duchesne County Recorder

Signature of Applicant _____ Date _____

APPLICANT INFORMATION *if different from Main Contact*

Name _____ Phone _____
Mailing Address _____ City _____
State _____ Zip _____ Email _____

