

# Annexation

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at time of application submittal, as determined by the Planning Department.

## REQUIRED SUBMITTALS

An annexation request is made by submitting the following information to the Planning Department:

1. The completed attached form.
2. A map conforming to State requirements (see attached), and Legal Description of the property for which annexation is requested (please see page three of form and attached examples). After approval of these documents by the City Surveyor and City Council approval of the annexation, 2 additional copies will be required. The map may be drawn from record information (existing plats & surveys). If in the opinion of the City Surveyor, the record information is not adequate, a new Record of Survey may be required.
3. A letter addressed to the Mayor and Council stating that you are requesting annexation into the City of Coeur d'Alene and that you understand that there are annexation fees and an annexation agreement that will be negotiated. **Please note that a mutually acceptable annexation agreement must be negotiated and executed within six months from the date of City Council approval of the zoning designation or any previous approvals will be null and void.**
4. An owners' list and (3) sets of mailing labels with owners' addresses prepared by a title insurance company, using the last known name and address from the latest tax roll of the county. This shall include the following:
  - A. All property owners within 300 feet of the external boundaries.
  - B. All property owners within the property boundaries.
5. A residents' list and (3) sets of mailing labels prepared by the applicant or a title company, listing the addresses of all residential property that is not owner-occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application.
6. Title reports with correct ownership, easements and encumbrances prepared by the title insurance company.

**NOTE:** *Please also submit a copy of the tax map showing the 300 foot mailing boundary around the subject property.*
7. A **\$700.00** processing fee (payable to the City of Coeur d'Alene).

## DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard. All supplemental information to be added to the application file must be received by the Planning Department no later than 15 days prior to the public hearing date for this item.

*This application can be found online at [www.cdaid.org](http://www.cdaid.org) under Planning Department.*

Please type or print the following required information:

**APPLICANT:**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**Filing Capacity:**

\_\_\_\_\_ 1. Recorded property owner as of \_\_\_\_\_  
(date)

\_\_\_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_  
(date)

\_\_\_\_\_ 3. The Lessee or Renter as of \_\_\_\_\_  
(date)

\_\_\_\_\_ 4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)

**Engineer, Surveyor and/or Representative:**

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

Mailing Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**ZONING DESIGNATIONS**

In order to annex property, the City Council must classify the property within the city zoning classification system. Please indicate existing and proposed zoning districts below.

Existing County Zoning (check all that apply): Agricultural Zone AS RR C LI I M R HDR

Proposed City Zoning (check all that apply): R-1 R-3 R-5 R-8 R-12 R-17 MH-8  
NC CC C-17 C-17L DC LM M

**COMPREHENSIVE PLAN DESIGNATIONS**

Property not currently located within the City Planning Area must receive a 2007 Comprehensive Plan Designation along with the new zoning classification.

City Comprehensive Plan Category (Page 39): \_\_\_\_\_

*Neighborhood Area* (Pages 40-71): \_\_\_\_\_

*Special Areas* (Pages 24-36): \_\_\_\_\_

**Note:** The 2007 Comprehensive Plan is available by going to [www.cdavid.org](http://www.cdavid.org) under Departments / Planning

**RECORD OF SURVEY:**

Attach a Record of Survey for the property showing:

- a. Bearings and distances for the exterior boundaries of the request, including any linkages needed for contiguity, such as roadways, water or other land;
- b. The existing city limits;
- c. The proposed city limits;
- d. The city limits of other nearby cities, when appropriate;
- e. A narrative description of the property boundaries taken from the Record of Survey.

Please refer to the attached example or contact a staff member for assistance if you have any questions.

**PROPERTY:**

Legal Description of property: \_\_\_\_\_

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

Address(es) of property: \_\_\_\_\_

\_\_\_\_\_

**PROPERTY INFORMATION:**

- 1. Gross area: (all land involved) \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq.ft.
- 2. Total net area (land area exclusive of proposed or existing public streets and other public lands: \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq.ft.
- 3. Total number of lots included: \_\_\_\_\_
- 4. Existing land use: \_\_\_\_\_





## REQUIRED CERTIFICATIONS

### OWNERSHIP LIST

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(title company) (date)

### RESIDENTS LIST

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(name) (date)

### CERTIFICATION OF APPLICANT \*

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this  
(insert name of applicant)  
request and knows the contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

### CERTIFICATION OF PROPERTY OWNER(S) OF RECORD \*:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Signed by Owner: \_\_\_\_\_

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

*\*For multiple applicants or owners of record, please submit multiple copies of this page.*

### NOTIFICATION OF ADDITIONAL FEES:

1. Preparation of certain documents necessary to obtain Annexation approval, if prepared by the City Legal Department, will be billed to the applicant at a rate of \$75.00 per hour.
2. An annexation Fee will be negotiated as part of the Annexation Agreement after approval of the zoning designation by the City Council.

For City use only: Received: City Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Planning: \_\_\_\_\_ Date: \_\_\_\_\_ Date Stamp here

## IDAHO STATE TAX REGULATIONS REGARDING THE LEGAL DESCRIPTION AND MAP FOR ANNEXATIONS

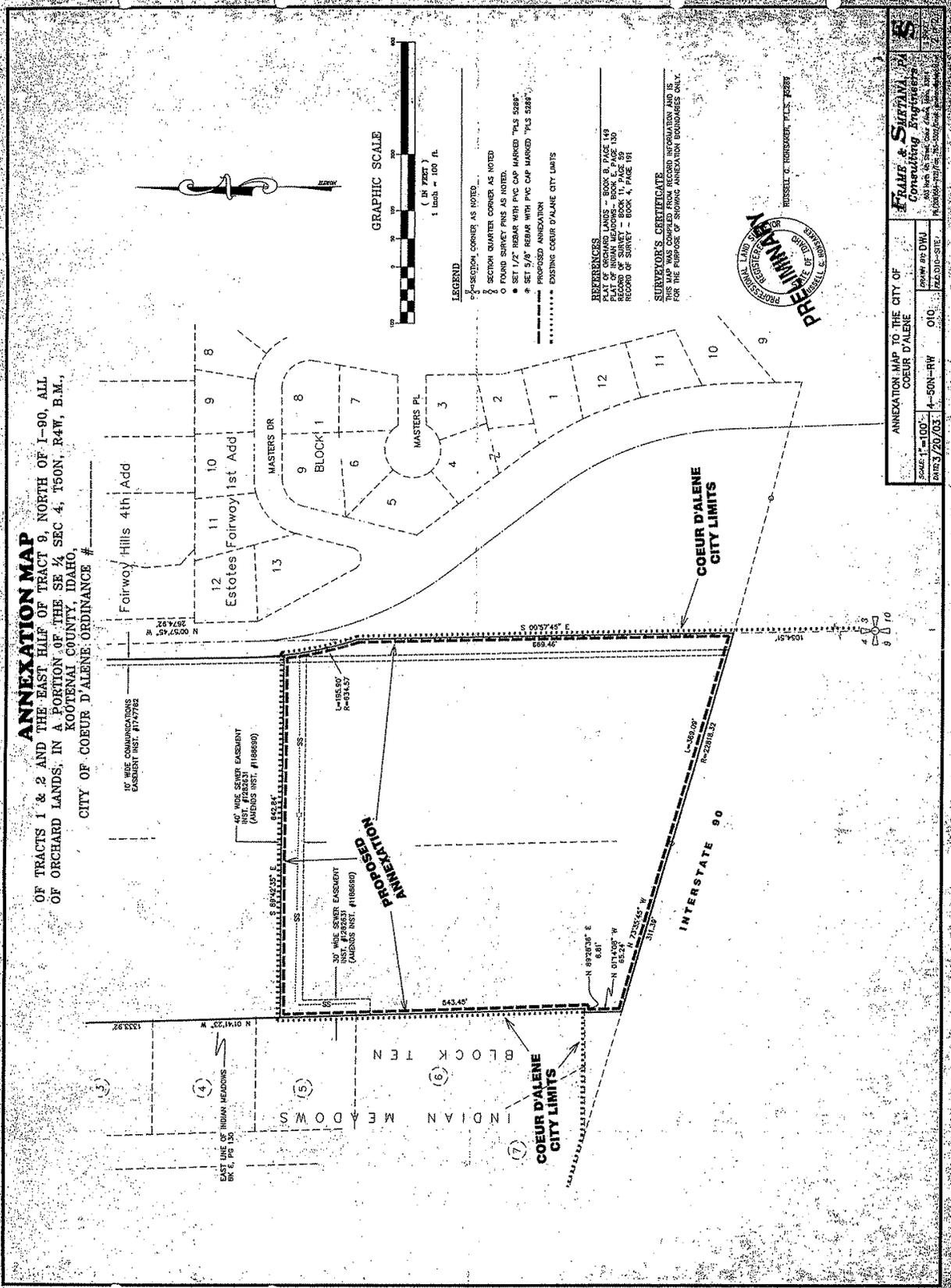
### REGULATION 2215

- a. The following documentation shall be filed with the county assessor, county recorder, and Tax Commission no later than 10 days following the effective date of an action creating a new district or municipal boundary or altering an existing district or municipal boundary.
- i. A legal description which plainly and clearly defines the boundary of a new district or municipality, or the altered portion of an existing district or municipality with a copy of the ordinance or order effecting the formation or alteration, and
  - ii. A copy of a map prepared in a draftsmanlike manner or a record of survey, as defined by Idaho Code Chapter 19, Title 55, which matches the legal description.
- b. "Legal description" means a narrative which describes, by metes and bounds, a definite boundary of an area of land that can be mapped on a tax code area map, and shall include:
- i. Section, township, range, and meridian.
  - ii. An "initial point," being a government surveyed corner, such as a section corner, quarter corner, meander corner, or mineral survey corner.
  - iii. A true "point of beginning," defined by bearings and distances from the initial point, that begins the new or altered district or municipal boundary.
  - iv. Bearings and distances that continuously define an area boundary with a closure accuracy of at least 1 part in 5,000. Variations from closure requirements of this subsection may be approved when verified documentation is provided:
    - (a) When boundaries follow mountain ranges, rivers, lakes, canals, etc. that are clearly delineated on published U.S. Geological Survey quadrangle maps at scale 1:24,000 or, if not available, at scale 1:62,500; or
    - (b) When references to cardinal direction, government survey distances, and section or aliquot part corners are used and modern survey information is not available; or
    - © When legislatively established boundaries are defined by Idaho Code, a duplication and reference to that section of the code shall be provided.
- Identification of an existing district boundary, which shall duplicate the metes and bounds of the existing district, or shall reference the same as, "formerly known as." For example, "thence N88°58'32"E 2635.42 feet (formerly East 2640 feet) along south line of Section 27, the boundary of the Acme District as enacted by Ordinance 2173."
- c. "Map prepared in a draftsmanlike manner" means an original graphic representation or precise copy matching the accompanying legal description and drafted to scale using standard mechanical drawing instruments or a computer. The map shall include:
- i. Section, township, range, and meridian identifications.
  - ii. North arrow, bar scale, and title block.
  - iii. District name and ordinance number or order date.
  - iv. Bearing and distance annotation between boundary points.
  - v. Clearly defined boundary lines of the newly formed district or altered district, together with reference to the existing boundary where contiguous.
  - vi. District boundaries delineated on recorded surveys, engineer drawings, or U.S. Geological Survey Quadrangle maps are also acceptable. General hunting and fishing, city street, or non-scaled maps will not be accepted.
- d. "Contiguous" means being in actual contact or touching along a boundary or at a point.

# EXAMPLE OF THE REQUIRED ANNEXATION MAP

## ANNEXATION MAP

OF TRACTS 1 & 2 AND THE EAST HALF OF TRACT 9, NORTH OF I-90, ALL OF ORCHARD LANDS, IN A PORTION OF THE SE ¼ SEC 4, T50N, R4W, B.M., KOOTENAI COUNTY, IDAHO, CITY OF COEUR D'ALENE ORDINANCE #



**LEGEND**  
 ○ SECTION QUARTER CORNER AS NOTED  
 ○ FOUND SURVEY PINS AS NOTED  
 ● SET 5/8" REBAR WITH PVC CAP MARKED "PLS 5289"  
 - - - - - PROPOSED ANNEXATION  
 ········ EXISTING COEUR D'ALENE CITY LIMITS

**REFERENCES**  
 PLAN OF ORCHARD LANDS - BOOK 8, PAGE 149  
 PLAN OF ORCHARD LANDS - BOOK 11, PAGE 100  
 RECORD OF SURVEY - BOOK 11, PAGE 99  
 RECORD OF SURVEY - BOOK 4, PAGE 191

**SURVEYOR'S CERTIFICATE**  
 THIS MAP WAS COMPILED FROM RECORD INFORMATION AND IS FOR THE PURPOSE OF SHOWING ANNEXATION BOUNDARIES ONLY.

ANNEXATION MAP TO THE CITY OF  
 COEUR D'ALENE

SCALE: 1" = 100'  
 DATE: 5/28/03

PROJECT NO: DWU  
 DRAWING NO: 010  
 4-SUN-RW

**F. FRANK & SHERMAN, INC.**  
 Consulting Engineers  
 303 Park St. Ste. 200  
 Coeur d'Alene, ID 83814  
 Phone: 208-765-2222  
 Fax: 208-765-2223