

Annexation Review Procedure

Preliminary Development Plan

- The City will set up a meeting to help explain the process at your convenience. *Please call 642-6024 to set up a time.*
- Review Conceptual plan(s)
- General Comments from City Staff

Annexation Application

- Submit application, detailed site map, vicinity map, narrative, property legal description
- Submit fee to City

City Engineer Review

- Will complete review within 15 days
- Notify developer in writing of compliance or non-compliance
- Developer to pay engineer review fees

Agency Review*

- Letter sent by developer to agencies listed in Payette Municipal Code 16.20.050 requesting review of plat proposal – mailed at least 15 days prior to public hearing.
- Proof of mailing is provided to City

Public Improvement Agreement *PMC 16.20.010*

- At time preliminary plat is submitted, a Public Improvement Agreement is drafted.
- Agreement shall be signed by City Council and Developer as part of the plat approval.

Planning & Zoning Commission Recommendation

- Must be received at City from Engineer no less than 14 days prior to Planning & Zoning Commission meeting
 - *P & Z meets on the 4th Thursday of each month*
- P & Z Commission has 45 days from date of first hearing to approve, approve with conditions, or disapprove
- P & Z recommendation & plat forwarded to City Council.

Council Action *PMC 16.20.070*

- Council to hear testimony of developer & witnesses
- Council must declare findings within 15 days
- May sustain, modify, reject or overrule recommendations of P & Z Commission
- May extend time limits upon mutual consent of

Submit Final Plat

- Final Plat must be submitted within one year after action by Council on preliminary plat *PMC 16.24.020 (a)*
- *See separate requirements for final plat submission*

*See Reverse for Agency List & Addresses