

# Village of Timberlane

## Annexation Instruction Sheet

The following items are required for a Petition for Annexation (contiguous land to the Village corporate boundary) or Pre-annexation (non-contiguous land, but within 1.5 miles of the corporate boundary). Review of the Petition for Annexation or Pre-annexation shall commence once all of the following items and materials are presented at each step of the process of review.

### Step One:

1. A non-refundable filing fee is required for an Annexation Petition (application) in accordance with the Village adopted Fee Schedule. *Petitioner is further advised that any additional legal expenses, public notices, cost of public hearings, village consultants such as engineering and planning or others as determined by the village or incurred by the village in processing this petition shall be paid by the petitioner prior to final consideration of an Annexation Agreement by the Village Board.*
2. Determination if subject land is contiguous (Annexation) or within 1.5 miles of the corporate boundary (Pre-annexation) of the Village of Timberlane.
3. Determination if subject land is more than 1.5 miles of the corporate boundary of the Village. Pursuant to State Law adopted in January 2008 the Village of Timberlane may retain jurisdiction. Boone County however may override this jurisdiction by a 2/3 vote of the County Board. The Village may file a request for jurisdiction on a case-by-case basis. The County Board on a majority vote may reverse its' previous vote to grant the request.
4. Petition for Annexation or Pre-annexation is completed and presented to the Village Clerk.
5. Petition is considered by the Village Board. If approved, Petitioner is advised to continue to Step Two. Advising the Petitioner to continue is not a guarantee of approval, but acknowledgement that annexation of the subject land may legally be considered by the Village.

### Step Two:

- Overview of Annexation. Petitioner prepares a statement about the intended use of the land and desired results.
- Intended land use. Petitioner maps all zoning changes that are necessary to implement proposed development.
- Conformance with Codes. Petitioner's development proposal shall be in conformance with the Village of Timberlane Zoning Ordinance, Subdivision Code, and adopted Plans and Policies.
- Aerial Photo. Obtained from the Sidwell Map System with subject land outlined.
- Boone County Assessor's Map. Subject land depicted with the following information:
  - Proposed annexation boundary
  - Acreage of annexation.
  - Timberlane corporate boundary in relation to proposed annexation.
  - Boundaries of any special purpose district, including fire, school, road, parks, etc.

- Legal Description. Provide in electronic form with Word format.

Step Three:

- Petitioner drafts Annexation/Pre-annexation Agreement for review by the Village Attorney. In addition the Village President may refer the Agreement for review and comment by the Village Engineer, the Village Planner, Township or other county or state agency having an interest in the subject property and/or petitioner's proposal.
- A Public Hearing Required. Notice of Public Hearing shall be given not less than 15 calendar days nor more than 30 calendar days prior to the date of the hearing by publication in a newspaper of general circulation in the Village. The Village shall prepare the public notice. The petitioner will be billed for publication costs. Applicant must attend the public hearing to answer questions of the public.
- Village Board at their discretion may conduct the public hearing at the beginning of a regularly scheduled board meeting. Complex Annexation Agreements or Agreements having significant impact on the village may be required to have a public hearing on a separate date. More than one public hearing may be necessary to adequately address the issues of the public.
- Village Board decision. The Clerk of the Village Board will schedule the Annexation Agreement for decision by the Village Board at a regularly scheduled meeting.