



# City of Ashland

101 West Broadway, Ashland, Missouri 65010

## ANNEXATION POLICY AND APPLICATION

Questions can be directed to the Community Development Department at: [inspector@ashlandmo.us](mailto:inspector@ashlandmo.us) or 573-657-2091

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### ANNEXATION POLICY

The City of Ashland is an expanding community, growing in many positive ways. The Board of Aldermen has determined that to ensure that growth is orderly and well planned the following Annexation Policy and Procedures shall be established. The intent of these procedures is to assist City staff in evaluating all annexations in comparison to the City's comprehensive Plan, Future Land Use Map, and other pertinent planning documents.

### TYPES OF ANNEXATIONS

- A. **VOLUNTARY ANNEXATION:** The City of Ashland welcomes voluntary annexation by its neighbors. This type of annexation is the least costly and most expedient annexation process.
  
- B. **CITY INITATED ANNEXATION:** The City of Ashland is opposed to this type of annexation. City initiated annexations require a significant amount of time and expense. This type of annexation should be carefully evaluated and should only be considered when the land in question greatly impairs the implementation of the City's Comprehensive Plan and other pertinent planning documents.

### ANNEXATION GUIDELINES

When a neighboring parcel of land is desirous to be incorporated by the City of Ashland, the petitioner shall make an application for annexation with the Community Development Department. The application will be reviewed, and recommendation made to the Board of Aldermen based upon the following criteria:

#### Legal

- Is the proposed annexation contiguous and compact to the City limits?

#### City Services

- Are City services available to the territory?

#### Planning

- Could the annexation eliminate jurisdictional confusion or overlap?
- Is the territory needed for extension or connection of street systems?
- Does the territory have development potential?
- Is the territory within the City's planning boundaries?

**Comprehensive Plan Review**

Would the annexation help implement the Comprehensive Plan?

- Transportation and Street Planning
- Wastewater System Planning
- Water System Planning
- Park and Greenspace Planning
- Future Land Use Map

**Services**

Would the territory provide a benefit to City services?

- Does the territory have available access to City utilities?
- Can City utility systems handle the intended or proposed use for the territory?
- Does the territory have sufficient transportation access to current City systems?

**EXTENSION OF CITY SERVICES**

The City of Ashland is able to provide water and wastewater services to its residents at a reasonable cost. These costs do not account for the extension of City services beyond City limits. All parcels of property wishing to directly or indirectly connect to the City's Water Distribution System or Wastewater Collection System must connect at their own cost and must annex into the City.

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STAFF REVIEW

Date Received: \_\_\_\_\_

Proposed P&Z Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Proposed BoA Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_



# City of Ashland

101 West Broadway, Ashland, Missouri 65010

## ANNEXATION APPLICATION

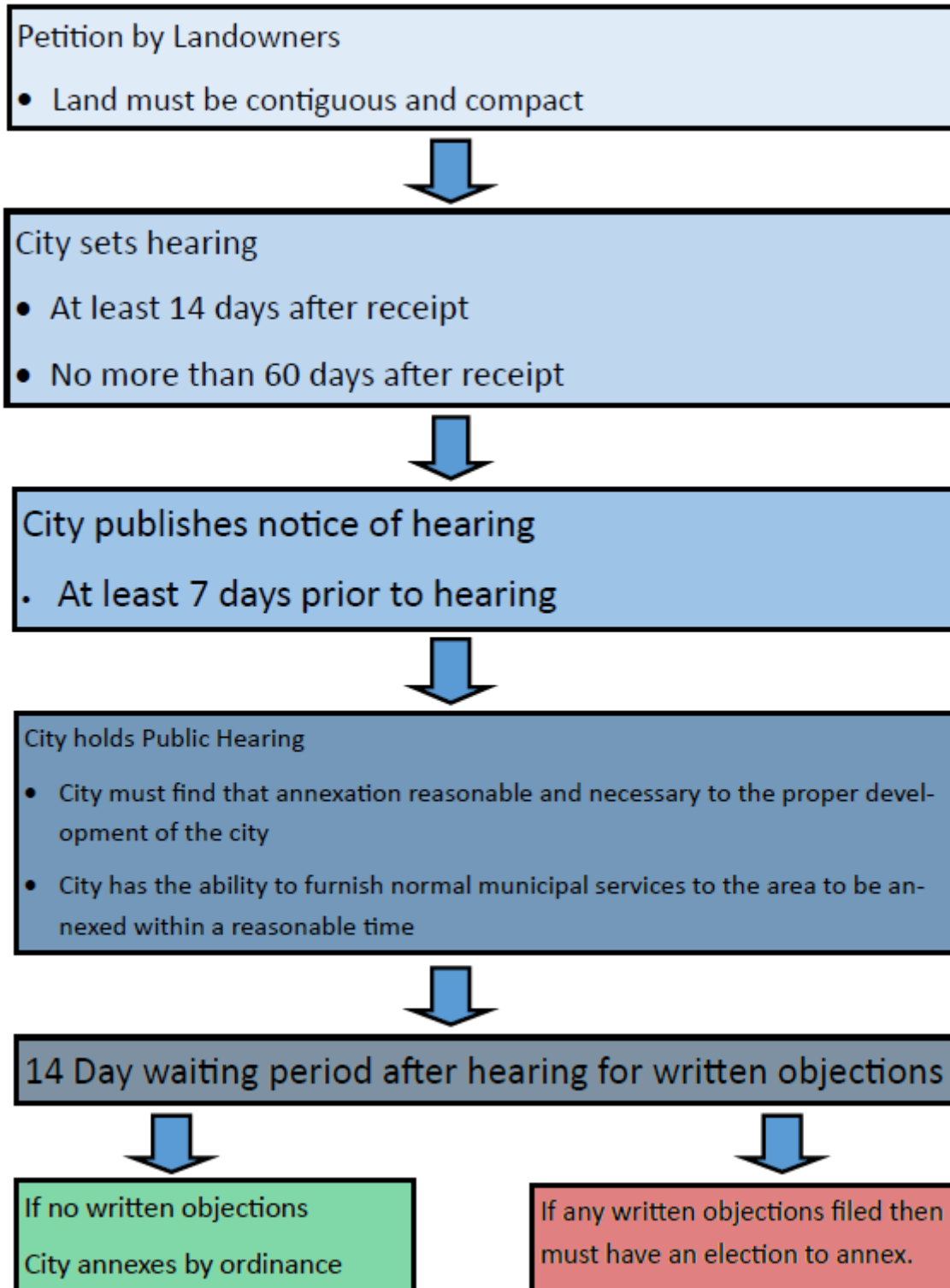
The following shall be provided for your request to be complete:

- The current deed of record as recorded at the Boone County Recorder's Office, which contains the Book and Page numbers and the stamped date of recording.
- Signatures from all persons whose names appear on the recorded deed. If the property is in a Trust, you must provide recorded documentation indicating the signing party is authorized to sign on behalf of the Trust.
- If the petition is signed by a company and/or corporation, the company seal must be on the petition and documentation must be provided to verify the authority of the individual to sign on behalf of the company and/or corporation.
- All signatures must be notarized on the form provided below. Copy this form as needed for each signature.
- A survey, parcel map, or annexation exhibit depicting the area to be annexed. Printed copies in 8 ½" x 11" or 11" x 17" are acceptable formats. An electronic copy in .PDF format is preferred and can be emailed to [inspector@ashlandmo.us](mailto:inspector@ashlandmo.us).
- A complete and accurate legal description must be provided in Word (.doc/.docx) format or .PDF format for use in annexation publications and the annexation Ordinance.
- Verification of property taxes being paid for the parcel or parcels being annexed into the City of Ashland. Please provide a copy of most recent property tax statement showing that no taxes are due. A copy can be obtained by calling the Boone County Collector's Office at 573-886-4285 or visiting their website at <https://www.showmeboone.com/collector/>.

If you have any questions or comments with completing this application, please contact the Community Development Department at [inspector@ashlandmo.us](mailto:inspector@ashlandmo.us) or 573-657-2091.

## SAMPLE ANNEXATION WORKFLOW

Below is a sample flowchart depicting the voluntary annexation process. Note that this process is subject to the final approval of the Board of Aldermen by way of Ordinance.



**ANNEXATION QUESTIONNAIRE**

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Address of Property to Be Annexed: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Person(s) Living on the Property if Other Than Owner:

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

Current Zoning of the Property: \_\_\_\_\_ Desired Zoning: \_\_\_\_\_

Water Source: \_\_\_\_\_ Wastewater Collection System: \_\_\_\_\_  
(Well, District) (District, Septic, Lagoon)

Number of Buildings on the Property: \_\_\_\_\_

Type of Buildings on the Property: \_\_\_\_\_

**VERIFIED PETITION FOR VOLUNTARY ANNEXATION**

THIS VERIFIED PETITION FOR ANNEXATION (this "Petition") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, fee owners of record (the "Petitioner(s)") to the CITY OF ASHLAND, a Missouri municipal corporation and fourth class city (the "City") in accordance with Missouri Statute. The Petitioner(s) hereby state and allege as follows:

1. The Petitioner(s) is/are the owner(s) of all fee interest of record in all tracts of real property located with the area described on **Exhibit A**, attached to and incorporated by reference in this Petition (the "Property"); and
2. The Property lies entirely within an unincorporated area of Boone County, Missouri; and
3. The Property constitutes an area which is contiguous and compact to existing corporate limits of the City, as required by Missouri Statute; and
4. The Petitioner(s) has/have truthfully completed the attached Annexation Questionnaire; and
5. Pursuant to the provisions of Section 71.014 RSMo, the Petitioner(s) request(s) that the Property together with all adjacent street and road rights-of-way to the centerline abutting said property be annexed to and included within the corporate limits of the City and that the Board of Aldermen of the City adopt an ordinance extending the limits of the City to include this Property.

PETITIONER(S)

\_\_\_\_\_

Name:

\_\_\_\_\_

Name:

**VERIFICATION**

STATE OF MISSOURI            )  
   )            SS.  
 COUNTY OF BOONE            )

COMES NOW \_\_\_\_\_ AND \_\_\_\_\_, [each] being of lawful age and after being duly sworn upon his/her oath, deposes and states that he/she is the Petitioner(s) who signed the foregoing Petition, that he/she has read the Petition and that the facts and matters stated in the Petition are true and correct to the best of his/her knowledge, information and belief.

\_\_\_\_\_

\_\_\_\_\_

SUBSCRIBED AND SWORN to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public

My commission expires: