



ANNEXATION CHECKLIST
Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

Requests for annexation of new lands into the City are considered when such annexation would result in a benefit to the City of Hayden that equals or exceeds the costs of such annexation or when it is deemed beneficial to the pattern of development or economic prosperity of the community in the future.

A preliminary request is submitted in letter format to planning@cityofhaydenid.us to request the opportunity for the City Council to consider the annexation. The letter shall include the location, how many parcels, the total acreage, and the zone request designation at a minimum. If the request is approved, then the applicant may submit an annexation application.

CHECKLIST: A request is made by submitting the following:

- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- A narrative describing the existing and proposed use of the site; including proposed zone map designation.
- Record of Survey conforming to the state of Idaho requirements
- Title Report
- Most recently recorded deed(s)
- Letter of authorization from the owner of record, if different from applicant
- Legal description of the property (Word Format)

NOTE:

1. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*
2. *If the Annexation request is approved, an **ADDITIONAL** fee shall be **REQUIRED** for the Annexation Agreement and post processing prior to recordation of the Annexation Ordinance.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Annexation, enter work description, parcel/land details, and zoning.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.