

**PETITION FOR VOLUNTARY ANNEXATION OF PROPERTY**  
**CITY OF UNION, FRANKLIN COUNTY, MISSOURI**

Owner(s): \_\_\_\_\_  
*(please print or type)*

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

I (we), as owner(s) of the herein described property (Exhibit A), declare that I (we) have sole authority to request that the property described on Exhibit A, attached hereto, be annexed and made a part of the corporate city limits of Union, Missouri.

***I (we) hereby declare:***

1. That this petition is a legal request that the Board of Aldermen of the City of Union, Franklin County Missouri, hereby act upon this voluntary annexation.
2. That the real estate in question is not now a part of any incorporated municipality.
3. That said real estate is contiguous to the existing corporate limits of the City of Union, Franklin County, Missouri.
4. That I (we) am (are) requesting that said real estate be annexed to and included within the corporate limits of the City of Union, Franklin County, Missouri, as authorized by the provisions of Section RSMo 71.012.
5. That I (we) request that said property be annexed with a designated zoning status of \_\_\_\_\_, as provided for in the City of Union Zoning Code.
6. That I (we) request that the Board of Aldermen of the City of Union, Franklin County, Missouri cause the required notice to be published and to conduct the public hearing required by law to and to thereafter adopt an ordinance extending the limits of the City of Union, Franklin County, Missouri, to include the herein described parcel of real estate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Signatures of all owners:**

\_\_\_\_\_

*signature*

\_\_\_\_\_

*signature*

\_\_\_\_\_

*printed name as signed*

\_\_\_\_\_

*printed name as signed*

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

\_\_\_\_\_

*Notary Public*

(notary seal)

\_\_\_\_\_

*signature*

\_\_\_\_\_

*signature*

\_\_\_\_\_

*printed name as signed*

\_\_\_\_\_

*printed name as signed*

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

\_\_\_\_\_

*Notary Public*

(notary seal)

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**NOTE TO PETITIONER(S):** Please include the following attachments with the notarized petition, signed by all property owners:

**Exhibit A**

The full, detailed (meets and bounds) legal description of the property, including acreage to be annexed, certified by a surveyor registered in the State of Missouri.

**Exhibit B**

An out-boundary plat (survey) of the property, certified by a surveyor registered as such within the State of Missouri.

**Exhibit C**

A map of the applicable portion of the City of Union, upon which is sketched the correct location of the proposed annexation and its boundaries.

**Exhibit D**

A list containing the tenant name(s) and address(es) of each building, if any, whether private residence or commercial entity, located on the property being proposed for annexation.

**Exhibit E**

An impact statement from the Franklin County Assessor indicating which water district maintains territorial rights regarding water services to said property or letter of verification that no water district has such rights.

**Exhibit F**

If Exhibit E verifies that the parcel is located within any water district, Exhibit F shall be required. If Exhibit E verifies that the parcel is not located within any water district, Exhibit F shall not be required.

Exhibit F shall be a signed letter from said water district stating that the district relinquishes all rights to serve water to the parcel in question to the City of Union. Exhibit F shall have attached and refer to the certified legal description of the property being considered for annexation (Exhibit A & B).

**Exhibit G**

A full and complete list of names and addresses of any residents or businesses located within the property proposed for annexation.

**Petition Deposit**

Any request for annexation shall by definition cause, if approved, a change in the corporate limits and district boundaries of the City. Accordingly, any request for annexation shall be accompanied with a deposit of five hundred dollars (\$500.00) to cover the City's cost in processing the application. The deposit shall be paid to the City Clerk at the time the petition for annexation is filed. The City Clerk shall pay such deposit over to the credit of the General Revenue Fund of the City. The deposit shall be used for all expenses associated with the request for annexation to specifically include but not necessarily limited to publication of notice,

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postage, recording fees, any election, if necessary, and staff time necessary to process the request. Any balance remaining after the expenses have been deducted shall be refunded to the applicant. In the event the deposit is not sufficient to cover all expenses associated with the application, the City Clerk shall cause a statement for the balance to be issued to the applicant for immediate payment. The City Clerk shall cause no action to be taken regarding the decision until the balance has been paid in full.

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ATTACHMENT A TO  
ANNEXATION PETITION

Note: This Attachment A is to be used as a supplement to annexation requests wherein the land to be annexed is situated in whole or in part within the boundaries of Water District #3.

To the applicant: The land which you are requesting be annexed is situated within the boundaries of Public Water Supply District #3. Under Missouri law the City of Union is precluded from supplying water and sewer services to such property without the consent of the Water District. There is presently in place, an Agreement between the Water District and the City of Union whereby the City has permission to serve various parcels. In order to be allowed to provide services to the land to be annexed it is necessary that the Agreement be amended. The City of Union will facilitate the amendment but it is the responsibility of the property owner to pay any and all costs associated with the amendment and/or fees required to allow the City to provide services. By executing this Attachment the applicant agrees to pay such fees and costs and authorizes the City of Union to proceed. The applicant further agrees to provide any other information needed to facilitate the amendment.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

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

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