



All of the following materials must be submitted with your application. Prior to submitting application materials, a pre-application conference with City staff is required to discuss procedures for approval, applicable state and local requirements, objectives and policies of the Sandy Comprehensive Plan and the availability of services.

A. One (1) copy of:

1. Land Use Application Form;
2. Supplemental Land Use Application Form No. 1;
3. Supplemental Annexation Land Use Application Form No. 2;
4. Narrative Statement explaining the proposal and addressing:
 - a. Availability, capacity and status of existing water, sewer, drainage, transportation, fire, and park facilities;
 - b. Additional facilities, if any, required to meet the increased demand and any proposed phasing of such facilities in accordance with projected demand;
 - c. Ability to adhere to adopted City plans including, but not limited to, the Transportation System Plan, Parks and Trails Master Plan, Comprehensive Plan, and Specific Area Plans; this analysis may be deferred if the applicant enters into an annexation agreement as provided in Section 17.78.50(B); and,
 - d. Method and source of financing required to provide additional facilities, if any.
5. Transportation Planning Rule findings, if applicable;
6. Vicinity map showing the area to be annexed including adjacent city territory; and,
7. A legal description and map certified by a registered surveyor or engineer.

B. Written Consent Form

Written consent form must be signed by the owners of all land to be annexed.

C. Ten (10) copies of the Site Plan

Plans should be drawn to scale (not greater than one inch = fifty feet or as approved by the Director), indicating:

1. The location of existing structures (if any);
2. The location of streets, sewer, water, electric and other utilities, on or adjacent to the property to be annexed;
3. Approximate or surveyed location of areas subject to regulation under Chapter 17.60, Flood and Slope Hazard (FSH) Overlay District, including, but not limited to, wetland boundaries, streams, top of bank, buffers, areas of 25 percent or greater slope, restricted development areas, and the FSH analysis area. If the applicant wants to avoid an additional zone map modification request at time of development, then these areas will need to be surveyed at the time of annexation application submittal; and,
4. Other documents required by the Development Services Director (if any).

D. List of affected property owners

Within 1,000 feet of the boundaries of the subject site and two (2) sets of mailing labels for property owners within 1,000 feet of the site, excluding rights-of-way.

E. Digital copy in PDF and/or Word format

A digital copy of your application forms, narrative, the site plan, and any other documents that are submitted.

F. Filing Fee per the Fees and Charges Resolution