

**TOWN OF FAIRFIELD  
Annexation by Petition**

**Application Fee: \$500.00 + actual consultant costs to review engineering plans or produce a community impact report**

Fee is payable to the Town of Fairfield and all fees are non-refundable. Application fee must accompany application and consultant fees will be due prior to recording annexation documents.

The undersigned, being all the Property Owners(s) or as legally authorized by all the Property Owners(s), of the property herein described, petitions the Town of Fairfield to annex the same under the Provisions of Title 7, Chapter 2, Part 46, MCA.

**In support of this Petition, undersigned provides the following information:**

1. Is the Property contiguous to existing town limits? Yes\_\_\_\_\_ No \_\_\_\_\_

2. What is the property's current use?

3. What is the planned use?

4. Is there a secondary use being considered?

5. Will a subdivision be proposed? Yes\_\_\_\_\_ No \_\_\_\_\_

6. If water/sewer services do not exist, how do you propose to provide service to the property?

7. Is the property served by a private garbage service? Yes\_\_\_\_\_ No \_\_\_\_\_

Issues pertaining to the long-term planning and land-use designation shall be addressed in conjunction with the application for annexation.

Applicants for annexation may be required to approve and sign a Waiver of SID Protest.

Annexation is effective only after the conditions of annexation have been met and the Town Council has passed the Resolution of Annexation. Installation of water and sewer mains, fire hydrants, streets, sidewalks; and curb and gutters to Town specifications may be required prior to annexation.

IT IS THE POLICY OF THE TOWN COUNCIL NOT TO ACT ON A PROPOSAL IF THE APPLICANT/APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COMMISSION MEETING. TOWN STAFF WILL NOT ANSWER QUESTIONS FOR THE APPLICANT.

## **Application Instructions**

### **Intent**

Application to the Town Council for annexation into the Town of Fairfield as described in Title 7, Ch. 2 Part 46, MCA.

### **Please submit the following:**

1. Application must be completed and signed by the applicant and owners. An incomplete application may delay review of your request. Attach additional information if needed.
2. Vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; and Town streets.
3. A description of the boundaries of the area to be annexed. Property boundaries must be established by a licensed land surveyor
4. Storm water drainage plan, unless waived by the Town Engineer or Mayor.
5. Site plan.

### **Requirements for submitting a site plan**

1. Seven (7) 11" x 17" copies of the site plan are required, plus one (1) copy reduced to either 8 ½" by 11" or 8 ½" by 14".
2. All lines must be drawn legibly. (Black or blue line prints from an original are acceptable.)
3. Drawn to one of the following scales: 1" = 10'; 1" = 20'; 1" = 50'
4. Your site plan must have the following information (check each item prior to submitting application):
  - \_\_\_ Complete legal description of property - name of addition/subdivision with block and lot numbers(s);
  - \_\_\_ lot dimensions and square footage;
  - \_\_\_ location, names, and widths of boundary streets, alleys, and existing sidewalks;
  - \_\_\_ location and dimensions of new streets, alleys, sidewalks; and curb and gutter;
  - \_\_\_ location and size of existing and proposed utilities such as sewer, water lines, fire hydrants, phone, gas, power, etc.;
  - \_\_\_ locations, dimensions, and square footage of all structures and uses on the property;
  - \_\_\_ distance of all structures from property lines (front/side/rear yard setbacks);
  - \_\_\_ dimensions of any signs and their locations in relation to all property lines; and
  - \_\_\_ north arrow and scale.
  - \_\_\_ describe the legal and physical access to the property.

### **New construction completed as part of annexation must comply with the following:**

1. Town of Fairfield Zoning Ordinance.
2. Town of Fairfield Subdivision Regulations as applicable.
3. All other applicable Town of Fairfield ordinances.
4. All property taxes and assessments must be paid and current at the time of filing the Resolution of Annexation.