



## DEVELOPMENT SERVICES – ANNEXATION – SUBMITTAL INFO.

Annexations of property to the City are regulated by City Code § 1.16, Unified Development Code § 2.4.2, and Wyo. Statutes § 15-1-401 *et seq.* Annexation maps must also comply with Wyo. Statutes § 33-29-801.

A pre-application meeting with Development Office staff is recommended. The owner and/or agent are required to consult with the Board of Public Utilities (BOPU) prior to submittal of an Annexation application. The BOPU will advise the owner and/or agent of the availability of water/sewer mains, installation requirements and service line taps, and estimated costs. The City Engineer's Office will review and establish other off-site improvements required per Cheyenne City Code § 1.16.040.

### Submittal requirements:

1. Signed Master Application Form (original).
2. Signed Annexation Petition.
3. Signed Clearance from the Board of Public Utilities.
4. Annexation Map. One (1) digital .pdf and two (2) hard copies, folded to a size not greater than 10"x13". (See checklist below for map requirements.) Eight (8) copies will be needed for final approval at a later date to be determined by staff.
5. A soil survey for the area to be annexed. Include one (1) digital .pdf copy. See City Code § 1.16.030.B.2.
6. Applicable Fees.

### Annexation Map Checklist:

1. Title with the legal description of the area to be annexed.
2. The relative location of the area to be annexed to the City.
3. All lots, streets, alleys, and other major features with principal dimensions and area of each.
4. Ownership and subdivision lot and block (or indication of "Unplatted") on adjacent property.
5. Existing City limits including length abutting annexation and ratio to total perimeter.
6. Proposed City limits.
7. Signature blocks for use by the Mayor and City Clerk.
8. Date of preparation, written scale, graphic scale (1"=50', or a reasonable scale as determined by the City Engineer), and north arrow designating true north. The top of the sheet should be north.
9. Certification by a registered Wyoming Land Surveyor certifying the map was prepared by him/her or under his/her direct supervision in accordance with minimum standards in State Statute for an Annexation Map from an official plat or from a survey made by him/her with a tie by "actual survey tie" to the City of Cheyenne Datum and that all dimensional and other details are correct.

(Rev.: 093015, SLL)



PROJECT REVIEW APPLICATION FORM : GENERAL INFORMATION / COVER PAGE

Project Name : <input type="text"/>		OFFICE USE ONLY		
Site Address or Location : <input type="text"/>				Project # : <input type="text"/>
Legal Description: <input type="text"/>				Submittal Date : <input type="text"/>
Current Zoning : <input type="text"/>	Current Land Use : <input type="text"/>			Received By : <input type="text"/>
Proposed Use(s) : (If more than one, give square footage for each) <input type="text"/>				Application Fee: <input type="text"/>
				Check #: <input type="text"/>
				Acceptance Date : <input type="text"/>
Total Property Area: <input type="text"/> ● Acres ● Feet		# of Signs : <input type="text"/>	Case Planner: <input type="text"/>	
Type of Request : <input type="checkbox"/> Prelim. Plat <input type="checkbox"/> Zone Change <input type="checkbox"/> Variance <input type="checkbox"/> Engin./Civil Plan Review <input type="checkbox"/> Final Plat <input type="checkbox"/> Site Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Other: <input type="text"/>				
Pre-Application Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No		Meeting Date : <input type="text"/>		
Public Hearing Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Meeting Type : <input type="text"/>		
Owner:		Phone: <input type="text"/>		
		Email: <input type="text"/>		
Owner Address: <input type="text"/>	Postal Code : <input type="text"/>			
(If several property owners, names and addresses of all must be given; attach separate sheet if necessary.)				
Applicant/Agent:		Phone: <input type="text"/>		
		Email: <input type="text"/>		
Agent Address: <input type="text"/>	Postal Code : <input type="text"/>			

Development Dropbox for electronic submittals: <https://filedrop.cheyennecity.biz/filedrop/~ZXgExS>  
Visa & MasterCard accepted

CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER, APPLICANT, OR AGENT NAMED HEREIN AND THAT I HAVE FAMILIARIZED MYSELF WITH THE RULES AND REGULATIONS WITH RESPECT TO THE FILING OF THIS APPLICATION AND THAT THE FOREGOING STATEMENTS AND ANSWERS CONTAINED ON THIS APPLICATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

_____ OWNER SIGNATURE :	_____ Date	_____ AGENT SIGNATURE :	_____ Date
_____ PRINT NAME		_____ PRINT NAME	



## DEVELOPMENT SERVICES – ANNEXATION MAP CHECKLIST 2.4.2

1. Title with the legal description of the area to be annexed.
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Process Detail located in Article 2 of the UDC, under the applicable process.

(Rev.: 093015, SLL)





## DEVELOPMENT SERVICES – ANNEXATION – PETITION

Attach additional sheet if necessary.

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Signature	Printed Name	Date
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Signature	Printed Name	Date
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Signature	Printed Name	Date
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Signature	Printed Name	Date
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Note: According to Wyoming State Statute § 15-1-403(b), no signature is valid if it is dated more than 180 days prior to the date of filing. No person signing a petition for annexation may withdraw his/her signature from the petition after it has been filed with the City Clerk.

Attest:

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CLEARANCE FROM THE BOARD OF PUBLIC UTILITIES

This form, signed by a representative of the Board of Public Utilities, must accompany petitions to annex land into the City.

Please contact BOPU at 2416 Snyder Avenue, Cheyenne, WY 82001, 307-637-6460.

Legal description of requested annexation (attach additional sheet if necessary):

The owner, or a representative of the owner, requesting the annexation of the above property, has met with representatives of the Board of Public Utilities to discuss the provision of City water and sewer services to said property.

The Board of Public Utilities is satisfied that the applicant understands the requirements of the Board and hereby clears the application for submittal to the Development Office for processing.

BOPU use only:

Signed:
Title:
Date:

Notes:

Notes section with horizontal lines for text entry.