

VOLUNTARY ANNEXATION

GUIDE TO ANNEXING PROPERTY INTO THE VILLAGE OF WEST LINE MO

Background –

Annexation is the process of adding additional territory (property) to the Village of West Line Mo. When a previously unincorporated land is annexed into the Village of West Line Mo, the Village extends its services, regulations, voting privileges and taxing authority to the annexed property.

A voluntary annexation occurs when a property owner initiates the annexation procedure by asking the Village of West Line to redraw their boundaries to include the land owner's property.

There are two procedures for a voluntary annexation:

- Full procedure
- Abbreviated procedure

Applicants must make this selection of which voluntary annexation procedure they wish to follow at the time they file an application.

Goals –

According to the Village of West Line Mo, The annexation of new land should meet the following planning goals:

- Control short-term development in an area important to the growth of West Line Mo
- Increase West Line Mo tax base or revenue producing ability
- Protect West Line Mo long-term growth potential from the annexation plans of other adjacent communities
- Add an area with short-term development potential which can be easily serviced by existing infrastructure without overburdening Village of West Line resources

Process –

Both the full and abbreviated procedures require the applicant to send a signed and notarized petition for the annexation to the Village of West Line Mo council. The Village of West Line Council has an application form available for applicants that includes this petition. The petition must show that the land is to be annexed it contiguous and compact to existing Village of West Line Mo. There is NO fee to process an application for annexation.

FULL PROCEDURE: RSMO 71.012

<https://revisor.mo.gov/main/PageSelect.aspx?section=71.012&bid=35692>

The full voluntary annexation procedure requires a public hearing and Village of West Line Council determination that the annexation proposal meets the criteria established in the Missouri State Statute

RSMO 71.012. These criteria include that the annexation is reasonable and necessary to the proper development of the Village of West Line Mo, and that the Village has the ability to service the area with reasonable time. After these findings have been made by the Village of West Line Mo council can vote to approve the annexation. The council meeting and public hearing will be held within 60 days of the date of application filing.

Under the FULL procedure, a voluntary annexation can be challenged when at least 5% of the Village of West Line registered voters or two qualified voters in the area to be annexed file a written protest with the Village of West Line Mo within 14 days AFTER the public hearing. If such an objection is submitted, then involuntary annexation procedures must be followed (RSMo 71.015)

<https://revisor.mo.gov/main/OneSection.aspx?section=71.015>

ABBREVIATED PROCEDURE: RSMO 71.014

<https://revisor.mo.gov/main/OneSection.aspx?section=71.014>

The alternative abbreviated voluntary annexation procedure (RSMo 71.014) eliminates the requirement for a public hearing before the Village of West Line Mo Council and DOES NOT allow for written objections to change the annexation petition into involuntary proceedings. Also, the only finding the Village of West Line Mo needs to make is that the land to be annexed is contiguous and compact to the existing Village of West Line limits. The Council meeting shall be held within 30 days of the date application was filed.

After a voluntary annexation application is filed and Village Council dates are set, an annexation agreement is prepared by the Village of West Line Mo Council. The agreement, which is primarily addresses the provision of public services, must be signed PRIOR to appearing before the Village Council. A bill, which requires two readings by the Village Council must be passed for the annexation to be final. After final approval, the bill and annexation agreement must be taken to Cass County, Mo to be recorded.

ZONING –

Property in Cass County, Mo that are annexed into the Village of West Line, Mo must be rezoned. Before annexation, the property will have a zoning designation established and administered by Cass County, MO. When the property comes under the jurisdiction of West Line, Mo the property must be rezoned from its Cass County, Mo designation to the Village of West Line Mo designation. Rezoning requires the approval of the Village of West Line Mo Council. No building permits will be issued for the property until the rezoning has received final approval.

TIMELINE

- Pre – Application review with Village of West Line council
- Complete application and petition
- **30 Days Before West Line Council meeting**
 - Filing deadline:
 - Submit completed application
(See application checklist)
- Council review
- **Mo 71.012 : At least 15 DAYS before Council meeting**
 - NOTICE of public hearing mailed by Village of West Line
 - NOTICE of public hearing posted in local newspaper & sign posted by Village of West Line
- **PRIOR to Village of West Line Council meeting:**
 - Review and sign Annexation Agreement
- **Second Tuesday of the Month**
 - Village Council first reading
 - Village Council second reading
- Record Annexation Agreement with Cass County
- Rezoning Action

VOLUNTARY ANNEXATION APPLICATION CHECKLIST

In order to request a hearing before the Council a completed application must be received by the Village of West Line Mo council before the filing deadline. The filing deadline for annexation is typically 30 days before the next meeting. Please contact Village of West Line Mo for exact dates.

A completed application includes the following:

___ **A completed application form.**

These forms are available by request from emailing mayorofwestlinemo@gmail.com

___ **An annexation petition**, signed by the owners of all fee interests of record in all tracts of property located within the area to be annexed. The petition **MUST** be notarized.

___ **A legal description of the land to be annexed.** A paper copy and a digital copy in Word document format must be included.

___ **One large and one reduced copy (8.5"x11") of the legal survey drawing of the property.**

___ **A signed annexation agreement** must be returned to the Village of West Line Mo Council prior to appearing before the Village Council. This document will be prepared by staff of West Line Council and provided to the applicant during the review process.

*Applications filed under **FULL** annexation procedure (RSMo 71.012) require a public hearing at the first Village Council meeting. The public hearing must be advertised to surrounding property owners and the general public. The Village of West Line Mo will send notices to property owners within 185 feet of the property to be annexed informing them of the public hearing on the application and a notice will be posted on the Community Center bulletin board. Additionally, a sign announcing the public hearing will be posted on the property.*

Village of WEST LINE MO

501 N. Main

West Line Mo 64734

Email: mayorofwestlinemo@gmail.com

VOLUNTARY ANNEXATION APPLICATION

CASE Title: _____

OFFICE USE ONLY	CASE #: _____	Planner: _____	Filing Fee: _____
	Council 1 st date: _____	Council 2 nd date: _____	

Applicant / Owner Information
Applicant Name: _____
Street Address: _____
City: _____
State: _____
Zip: _____
Telephone: _____
Email: _____
Property Owner Name (If different than applicant) : _____
Street Address: _____
City: _____
State: _____
Zip: _____
Telephone: _____
Email: _____
Telephone: _____
Email: _____
Firm Preparing the Survey (if required): _____
Contact: _____
Street Address: _____
State: _____
Zip: _____
Telephone: _____
Email: _____
** ALL correspondence on this app should be sent to (check one) __ Applicant __ Property owner __ Firm

Project Information
General location or address of Property :
Land Area in Acres and/or Square Feet:
Legal description: PLEASE ATTACH
Present Use and Condition of Property:

Additional Information:
Please note any additional information that may assist staff in reviewing this request:

Application Declaration:
My application consists of the following items and information necessary for a complete application
() Completed application form
() Signed and Notarized petition for annexation
() One large and one reduced (8.5"x11") copy of the legal survey drawing of the property
() Legal description and a digital copy of the legal description in the Word Document format
The following declarations are hereby made:
• The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership • The submitted plan, if any contains all of the necessary information required by Village of West Line Mo. I will provide any and all omitted information and understand omissions can delay the approval process. • The applicant has discussed this with a Village Council Alderman Alderman: _____ Date: _____ • The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge

SIGNATURE OF OWNER(S) AND APPLICANT(S)

Printed Name: _____

Signature: _____ Date: _____

Printed Name: _____

Signature: _____ Date: _____

Signature of Owner(s) and Applicant(s)

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____

PETITION REQUESTING ANNEXATION TO THE VILLAGE of WEST LINE MO

We the undersigned; hereinafter referred to as Petitioner, for the petition of the Village Council of West Line Mo state and allege as follows:

1. That we are over 21 years of age and the owners of all fee interests of record in the real estate in Cass County, Missouri, described in the attached legal description Exhibit A.
2. That said real estate is not now a part of an incorporated municipality.
3. That the said real estate is contiguous to the existing corporate limits of the Village of West Line Missouri.

In witness whereof, I legal owner of said property do hereunto set my hand and seal this _____ day
of _____.

Signature

Printed Name

STATE OF MISSOURI)

COUNTY OF _____)

On this _____ day of _____, _____ before me personally
appeared _____, to be the person described in and who executed
the forgoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have set my official seal at my office in _____ the
day and year above written.

/s/ _____ My commission expires: _____

NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal this _____ day of _____.

Signature

Printed Name

STATE OF MISSOURI)

COUNTY OF _____)

On this _____ day of _____, _____ before me personally appeared _____, to be the person described in and who executed the forgoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have set my official seal at my office in _____ the day and year above written.

/s/ _____ My commission expires: _____

NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal this _____ day of _____.

Signature

Printed Name

STATE OF MISSOURI)

COUNTY OF _____)

On this _____ day of _____, _____ before me personally appeared _____, to be the person described in and who executed the forgoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have set my official seal at my office in _____ the day and year above written.

/s/ _____ My commission expires: _____

NOTARY PUBLIC