



MUST BE FILED IN CITY CLERK'S OFFICE  
BY 9:00 A.M. ON: \_\_\_\_\_  
HEARING DATE: \_\_\_\_\_

# Voluntary Annexation Petition

## *Application Packet*

*To be used for requests comprising 100 percent of consenting ownership or for between 80 and 100 percent (by land area) of consenting ownership.*

### 1. **Application Packet**

**Complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.**

The Application Packet for Voluntary Annexation includes the following:

- Instructions
- Application Form
- Checklist

### 2. **The Process** The voluntary annexation process involves the following steps:

- Applicants are encouraged to meet with staff of the Ames Planning and Housing Department prior to submitting an application for voluntary annexation. The application will be reviewed for consistency with the Comprehensive Plan and Ames Urban Fringe Plan.
- The owner(s) of property(ies) with at least fifty (50) feet of common boundary with the corporate limits of Ames may petition the City Council for annexation. Land areas separated by road rights-of-way, railroad property, or waterways are considered adjoining.
- One application may include the annexation of several properties by different property owners provided the various properties are adjoining or separated only by road rights-of-way, railroad property, or waterways.
- Applicants must submit the completed Voluntary Annexation Petition along with the required fee to the City Clerk's Office.
- The City Clerk will place the Voluntary Annexation Petition on the City Council agenda; The City Council may then take action to begin the process.
- Chapter 368 of the Code of Iowa prescribes the notification and hearing process for an annexation. The notification and hearing for an annexation comprising 100 percent of consenting owners differs from that comprising between 80 and 100 percent (by land area) of consenting owners or if the annexed territory lies within two miles of another incorporated city. All property owners, contract buyers, applicants, and contact persons as noted on the application will be provided notices of all meetings.
- If the annexation comprises 100 percent of consenting owners and does not lie within two miles of another incorporated city, only approval by the Ames City Council is needed. If the annexation is between 80 and 100 percent (by land area) of consenting owners or if the

annexed territory lies within two miles of another incorporated city, the City Development Board must approve the annexation following approval by the Ames City Council.

- Upon annexation, the annexed territory will receive a designation on the Comprehensive Plan Map that is consistent with Appendix C, Section VII of the Comprehensive Plan. Also, upon annexation, the annexed territory will be zoned Agriculture.

**Note: The City Council is not obligated to annex the subject property.**

File the **Voluntary Annexation Petition** with the City Clerk's Office at:

City Clerk's Office  
City of Ames  
515 Clark Avenue, Room 238  
Ames, Iowa 50010

**The filing fee of \$200.00 is required at the time the application is submitted.**

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION, PLEASE  
CONTACT THE DEPARTMENT OF PLANNING AND HOUSING OR THE  
CITY CLERK'S OFFICE**

Department of Planning and Housing: 515-239-5400  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

City Clerk's Office: 515-239-5105

# Voluntary Annexation Petition

## *Application Form*

(This form must be filled out completely before your application will be accepted.)

1. **Property Address and Parcel ID** for this Voluntary Annexation or a Description of the General Location if an Address has not been assigned: \_\_\_\_\_

\_\_\_\_\_

2. **Legal Description** (attach, if lengthy): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Description of Desired Use** of the property upon annexation: \_\_\_\_\_

\_\_\_\_\_

4. **Property Owner:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*Attach separate sheets for each Property Owner and Legal Description\***

5. **Applicant:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. **Contact Person:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## *Signature Page*

*I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames and have submitted all the required information.*

**Legal Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Property Owner(s)\*

\_\_\_\_\_  
Print Name(s)

***Note: No other signature may be substituted for the Property Owner's Signature.***

State of Iowa

County of Story

Signed and sworn to (or affirmed) before me on \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ (name of person(s))

\_\_\_\_\_  
(signature of Notary Public)

[Notary seal here]

**Please attach additional Signature Pages for the notarized signature of all consenting Property Owner and Contract Buyer (if any). Original signatures for all consenting Property Owners and Contract Buyers (if any) must accompany this application.**

\* If a limited liability corporation, association, trust, non-profit organization, or any other legal entity owns the property proposed for voluntary annexation, an agent or agents responsible for the affairs of the legal entity must sign the application as the property owner(s). It must be noted that the assignee(s) is (are) acting on behalf of the legal entity. In addition, documentation, such as incorporation documents, must be included that show the assignee's (assignees') authority to act on behalf of the legal entity. If the property owner is a religious institution, a written explanation must be provided on the institution's letterhead that the person(s) signing the application can act on behalf of the institution. One or more established leaders of the religious congregation must also attest to the letter.

# Voluntary Annexation Petition

## *Checklist*

(This form must be filled out completely and the required information must be attached to this form before your application will be accepted.)

**The following information is required as part of the submittal of a Petition for Voluntary Annexation:**

- ☐ A **Legal Description** of each property proposed for annexation, including the amount of land and right-of-way to be annexed.
- ☐ A **Plat** that includes the following:
  - ☐ Boundaries of the property proposed for annexation, drawn to scale with North indicated. If the Voluntary Annexation request includes non-consenting owners needed to avoid creating an island or to create more uniform boundaries (as allowed by Chapter 368.7(1)(a) of the Code of Iowa), these must be included in the Plat. The Plat shall indicate which parcels are owned by consenting and which are owned by non-consenting owners.
  - ☐ The Plat must show the relationship of the subject property(ies) to the existing corporate limits. (For recording purposes, the County Recorder's office requires that the City of Ames corporate limits be clearly shown and labeled as "City of Ames Corporate Limits.")
  - ☐ The Plat must be prepared by a licensed professional surveyor. A previously prepared plat of survey or subdivision plat is acceptable.
  - ☐ If the Voluntary Annexation request is within 2 miles of another city, the plat document must have the following notation on the Annexation Plat:  
"WITHIN TWO MILES OF \_\_\_\_\_".  
(Name of City)