
Annexation Instructions and Application

APPLICATION PROCESS

1. Confer with staff regarding the general nature of the request.
2. Prepare the required documents and drawings and, if necessary, recheck with staff to confirm that they are in proper form. Incomplete applications cannot be processed.
3. There is an application fee in the amount of \$500.00 associated with an annexation request to the City of Riverside. This fee helps cover legal costs incurred during the review of the request.
4. The proposed annexation shall be processed in accordance with Iowa Code Chapter 368, including the provision of all required notices and the holding of a public hearing prior to action by the City Council. Following the public hearing, the City Council may adopt a resolution approving or denying the annexation application. Where approval by the City Development Board is required under Iowa Code Chapter 368, the City Council's resolution shall constitute approval of the annexation proposal for submission to the City Development Board, and the annexation shall not become final unless and until approved by the City Development Board. Upon final approval of the annexation, whether by the City Council alone where permitted or following approval by the City Development Board, the City Clerk shall file the required resolution, map, and legal description with the Iowa Secretary of State and such other entities as required by Iowa Code Chapter 368.

DOCUMENTS TO BE SUBMITTED

1. **Letter of Request to be Annexed to the City** – example on page 3
2. **Legal Description** of the property to be annexed. The legal description shall match the legal description of the property as it appears on the deed(s).
3. **Property Address** – if the property has an assigned address
4. **Property Deed(s)** - a copy of the property deed(s) to allow the City to verify the legal description and ownership of the property to be annexed.
5. **Annexation Map** - a separate page with a map of the property to be annexed. Whenever possible, the map should reference a known street intersection. The City may reject maps that do not provide clear representation of the property requested to be annexed.

Applicant or Agent (if different from Owner)

Company Name if Applicable: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Architect/Engineer/Other

Company Name if Applicable: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

CONTACT INFORMATION

Property Owner 1

Company Name if Applicable: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Property Owner 2 (if applicable)

Company Name if Applicable: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Property Owner 3 (if applicable)

Company Name if Applicable: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

*Note: If additional space is required for additional Owners and their contact info, make a copy of this page and attach it to this application. * If a corporation, limited liability company, 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 agent(s) is (are) acting on behalf of the legal entity. In addition, documentation, such as incorporation documents, must be included that show the agent's 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.*

PROPERTY INFORMATION

Area to be annexed: _____ Acres Current County Zoning Classification: _____

Land Use Map Designation: _____

Any existing structures located on property to be annexed? Yes: _____ No: _____

If yes, please describe:

Is a rezoning application being filed with the request? Yes: _____ No: _____

Is a preliminary plat being filed with the request? Yes: _____ No: _____

APPLICATION LETTER

APPLICATION FOR VOLUNTARY ANNEXATION TO THE
CITY OF RIVERSIDE (WASHINGTON COUNTY), IOWA

To the Mayor and City Council of the City of Riverside:

The undersigned, _____,
owner(s) or Authorized representative(s) of the owner(s) of all the property legally described in
Exhibit A, attached hereto and by this reference made a part hereof, and as shown on the
attached map, Exhibit B, hereto and by this reference made a part hereof authorized to execute
this application of the owners of the property legally described in Exhibit A respectfully
request(s) the property to be annexed and become part of the City of Riverside, Iowa.

Exhibits Attached

Exhibit A - Legal Description of the property to be annexed

Exhibit B – Map of the property to be annexed

Exhibit C – Property Deed(s)

OWNER(S)

Owner 1 Signature: _____ Date: _____

Print Name: _____

STATE OF IOWA, COUNTY OF _____, ss:

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON _____, 202__ BY

_____ (NAME OF SIGNOR)

SIGNATURE OF NOTARY PUBLIC

(NOTARY SEAL)

My commission expires:

[MM/DD/YYYY]

Owner 2 Signature: _____ Date: _____

Print Name: _____

STATE OF IOWA, COUNTY OF _____, ss:

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON _____, 202__ BY

_____ (NAME OF SIGNOR)

SIGNATURE OF NOTARY PUBLIC

(NOTARY SEAL)

My commission expires: [MM/DD/YYYY]

Owner 3 Signature: _____ Date: _____

Print Name: _____

STATE OF IOWA, COUNTY OF _____, ss:

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON _____, 202__ BY

_____ (NAME OF SIGNOR)

SIGNATURE OF NOTARY PUBLIC

(NOTARY SEAL)

My commission expires: [MM/DD/YYYY]

Please attach additional Signature Pages for the notarized signature of all consenting Property Owner and Contract Buyer (if any).

Optional:

I hereby waive my right to withdraw consent to annexation within three (3) business days after the public hearing on the application as evidenced by my signature below.

Owner 1 Signature: _____ Date: _____

Print Name: _____

Owner 2 Signature: _____ Date: _____

Print Name: _____

Owner 3 Signature: _____ Date: _____

Print Name: _____

Exhibit A – Legal Description

Exhibit B – Map of Property

Exhibit C – Property Deed