



## ANNEXATION PETITION

### Development Application Help Sheet

A checklist of background information and submission requirements for processing of Annexation Petition is provided below. Should there be an item that is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.

The City of Delano evaluates potential requests for annexation based on physical geographical, and chronological opportunities for development. This evaluation is required to avoid the premature extension of utilities as well as avoid leapfrogging development patterns that may impact the overall health, safety, and public welfare of the City. Final decisions as to whether an annexation is approved or denied are discretionary on behalf of the City Council.

#### PROCEDURES

- Review the annexation review criteria and Delano Comprehensive Plan
- Meet with City Staff and Planner to discuss the proposal and petition
- The application was filed concurrently with submission requirements as set forth below. A separate petition is required for each parcel under sixty (60) acres being annexed by Ordinance
- Application filed concurrently with the application fee and escrow

#### REQUIRED DOCUMENTS

- Development Permit Application
- Deposit Agreement
- Detailed written materials, maps, plans, and specifications to include the following:
  - One (1) large-scale copy (one (1) inch equal to one hundred (100) feet or less)
  - Electronic Copy (Submitted by disc, USB Flash drive, or emailed to [cbauman@delanomn.gov](mailto:cbauman@delanomn.gov))
- Complete Petition Form for Annexation <sup>A</sup>
- Site Survey <sup>B</sup>
- Resource Inventory <sup>C</sup>
- Conceptual Subdivision/Development Plan <sup>D</sup>

- A. **A complete petition form** for annexation and associated fees, including proof of title and contract/purchase agreement and property owner signature on the application form when completed.
- B. **Site survey**, prepared by a licensed surveyor, depicting the following: Received Stamp
  1. Scale (engineering only) at one (1) inch equals one hundred (100) feet or less.
  2. North point indication.
  3. Existing boundaries with lot dimension & area.
  4. Existing buildings, structures, and improvements.
  5. Easement of record.
  6. Delineated wetland boundary, to include the OHWL of any lakes or DNR waters.
  7. All encroachments.
  8. Legal Description.
  9. Annexation by Ordinance requires the parcel to be less than sixty (60) acres.
- C. **Resource inventory** includes the following:
  1. Topographic contours at two (2) foot intervals showing rock outcrops and slopes of more than fifteen (15) percent.
  2. Soil type locations and identification of soil type characteristics such as hydric soils, agricultural capability, depth to bedrock, depth of water table, and suitability for wastewater disposal systems, if applicable (Wright County Soil Survey information).

3. Hydrologic characteristics, including surface watercourses, floodplains, delineated wetlands, natural swales, and drainageways. Ordinary high-water level and 100-year storm elevations of adjoining water courses, lakes, wetlands, streams, etc. at the date of the survey and approximate high and low water elevations.
- D. **Conceptual Subdivision/Development Plan**, including:
  1. General Street Layout.
  2. Number and type of housing units.
  3. Building size/placement.
  4. Stormwater management provisions.
  5. Environmental precautions.
  6. Phasing Plan (if applicable). The City shall require a phasing plan with all new subdivision applications. The phasing plan shall illustrate the proposed sequence of subdivision development. The City shall monitor the rate of residential growth within the community and require phasing plans to manage the rate of growth based on the City's ability to provide municipal services, utilities, and transportation improvements.

**ANNEXATION CRITERIA.** The City of Delano bases annexation decisions on a number of criteria, including, but not limited to, the objectives listed below. Annexation petitions found not to meet the following policies shall be deemed premature and will not be brought into the community. Applicants shall provide a narrative or graphic submission showing how the request responds to the following items:

- A. Compliance with the Delano Comprehensive Plan
  1. Annexation shall only occur within the land use and growth area boundaries of the City's Comprehensive Plan.
  2. The proposed land use within annexation areas shall be consistent with the long-range land use plan of the Delano Comprehensive Plan.
  3. All new development within proposed annexation areas shall be served by public utilities.
  4. The City shall have adequate sewer and water capacity to accommodate the proposed development.
  5. Development within proposed annexation areas shall not adversely impact environmentally sensitive areas or result in the disruption or destruction of a historically designated site.

*\*\*See also the attached Annexation Criteria for a more comprehensive list of review criteria.*

**ANNEXATION AREA DEVELOPMENT – DEVELOPER RESPONSIBILITIES.** With respect to annexation requests, the following infrastructure and land use criteria are the responsibility of the developer. The developer's responsibilities include, but are not limited to the following:

- A. The proposed development shall be responsible for the cost of extending utilities to and through the proposed annexation area.
- B. On-site sewage systems and wells may continue to be utilized by an existing house in the annexation area so long as they continue to function properly and are in compliance with applicable laws and regulations governing these systems. The new development shall make provisions allowing these properties to connect to municipal utilities.
- C. The annexation area shall be served by adequate roads and highways. Improvements to upgrade existing roadways to City standards based on designated functional classification shall be the responsibility of the development.
- D. Developments within a proposed annexation area shall provide public improvements for parks, trails, and open space consistent with the Comprehensive Plan.

**ALTERNATE GROWTH MANAGEMENT CRITERIA.** Alternatives to the existing growth management policy could include an annexation evaluation that uses a criteria system to determine if the annexation benefits the City through its location, land use, or design. Using a criteria system, annexation petitions will be evaluated based on whether an annexation provides a unique opportunity that benefits the City. These criteria are offered for discussion only and can be modified, expanded, or removed from the list per City Council and Planning Commission discussion.

#### **ANNEXATION EVALUATION CRITERIA**

The following criteria are an evaluation aid and do not infer any right to be annexed.

## **Location**

- A. Infill development adjoins City boundaries on two sides
- B. Share a common boundary with the City 300 feet or greater
- C. Shares a boundary-less than 300 feet

## **Infrastructure Fees**

- A. Falls within the capacity of the City's sanitary sewer treatment plan
- B. Falls within the capacity of the City's water system
- C. Provide a logical extension of the City's trunk sanitary sewer at the developer's expense
- D. Provides a logical extension of the City's trunk water system at the developer's expense
- E. Improves storm sewer infrastructure
- F. Low-impact environmental design

## **Infrastructure/Streets**

- A. Provides street connections with existing neighborhoods (does not result in an isolated neighborhood)
- B. Provides for the construction and improvement of a City collector or arterial street at the developer's expense
- C. Provides for the construction or improvements of minor collector street
- D. Provides or contributes to traffic safety devices for the City

## **Project Uniqueness/Aesthetics**

- A. Comprehensive Plan Consistency:
  - 1. Land use complies with the City's long-range land use plan
  - 2. Subdivision concept is consistent with the City's land use plan goals and policies
- B. Land Use:
  - 1. Provide opportunities for commercial or industrial growth
  - 2. Provide for unique land use that fulfills a need for the City
  - 3. Provides a unique residential subdivision design or housing product
- C. Unique Subdivision Design:
  - 1. Unique streetscape design
  - 2. Unique housing products
  - 3. Unique housing exterior finishes
  - 4. Porch or house forward housing product
  - 5. Overland trail system
  - 6. Unique park design
  - 7. Fulfill a park search area requirements

## **Natural Environment**

- A. Preserves significant trees and tree stands
- B. Preserves floodplains from development encroachment
- C. Preserve or enhance on-site wetlands
- D. Create greenway corridors consistent with the Comprehensive
- E. Improve area stormwater management (water quality and reduce rate of flow)

## **Developer's Ability to Complete the Project.**

- A. A developer's agreement shall be required to ensure that all costs of development are borne at the developer's expense
- B. If the developer has existing projects within the City, those projects shall have historically been in good standing based upon approvals and conditions imposed by the City