Wentzville Missouri

The Crossroads of the Nation

City Hall – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 639-2031

ANNEXATION POLICY

The City of Wentzville is an expanding community, growing in many positive ways. The Board of Aldermen of Wentzville has determined that to insure that growth is orderly and well planned the following Annexation Policy and Procedures shall be established. The intent of these procedures is to assist City staff members in evaluating all annexations in comparison to the City's Comprehensive Plan.

TYPE OF ANNEXATIONS

A. **Voluntary Annexations:** The City of Wentzville welcomes voluntary annexation by its neighbors. This type of annexation is the least costly and most expedient process.

B. **City Initiated Annexations:** The City of Wentzville is opposed to this type of annexation. The significant amount of time and expense used in this process should be carefully evaluated. City Initiated annexations should only be considered when the land in question greatly impairs the implementation of the City's Comprehensive Plan.

ANNEXATION GUIDELINES

When a neighboring parcel of land is desirous to be incorporated by the City of Wentzville, the petitioner shall make an application for annexation with the Community Development Department. The application will be reviewed and recommendation made to the Board of Aldermen based upon criteria; such as:

Legal

☐ Is proposed annexation contiguous and compact to the City Limits?

Financial

☐ What City services are able to serve the property/proximate?

Planning

☐ Could annexation eliminate jurisdictional confusion or overlap?

☐ Is the area needed for extension of streets?

☐ Does the area have urban development potential?

☐ Is the parcel within the established City Planning area?

Comprehensive Plan Review
Would the annexation help implement the Comprehensive Plan including:

- ☐ Master Road Plan
- ☐ Master Sewer Plan
- ☐ Master Water Plan
- ☐ Future Land Use Plan
- ☐ Growth Area

General Review
Would there be a beneficial effect to the City and/or area by extending the City:

- ☐ Zoning
- ☐ Building Codes
- ☐ Police Protection
- ☐ Water Service
- ☐ Sewer Service
- ☐ Street Maintenance

Services
Would there be a beneficial effect to the City and/or area by extending the City:

- ☐ Is the area now serviced by City utilities?
- ☐ Can additional incorporation of the land for water and wastewater be handled by current facilities?
- ☐ Does the area have adequate streets to provide access for the City services?

Extension of City Services
The City of Wentzville is able to provide water and wastewater services to its residents at a reasonable cost, yet the City cannot justify budgetarily extending water and wastewater services outside of the City limits. Furthermore, all parcels of property which wish to directly or indirectly, connect into the City Water Distribution System or Wastewater Collection System, must annex into the City.

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ANNEXATION APPLICATION

The following shall be provided for your request to be **complete**:

_____ The current deed of record as recorded at the St. Charles County Recorder of Deeds office, which contains the Book and Page numbers and the stamped date of recording.

_____ Signatures from all persons, whose names appears on the recorded deed. If the property is in a "Trust" you must provide recorded documentation indicating the signing party is authorized to sign for the "Trust", as trustee.

_____ All signatures must be notarized on the form provided as the attached Page Three. Copy this form as needed for each signature.

_____ A survey, parcel map or annexation exhibit depicting the area to be annexed. If dealing with an engineering firm an 8½" x 11" or 11" x 17" exhibit and an electronic version of said exhibit.

_____ Legal description must be sent to staff to be used in the Annexation Ordinance.

_____ If petition is signed by President of a company and/or corporation, the company seal must be on the petition and verification of person's title signing the document.

_____ Verification of property taxes being paid for the parcel being annexed into the City of Wentzville, **please provide copy**. This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing them at www.collector.sccmo.org.

If you have any questions or comments with completing this Application please contact Doug Forbeck, Community Development Director at (636) 639-2031 or via email at douglas.forbeck@wentzvillemo.org.

ANNEXATION QUESTIONAIRE

Name of property owner: _____

Address of property owner: _____

_____

Address of property to be annexed: _____

_____

Telephone: _____

Email address: _____

Person(s) living on the property if other than owner:

Name: _____

_____

_____

Current Zoning of the property: _____

Water source: _____

Sanitary Sewer System: _____
(District or on septic system)

Number of buildings on the property: _____

_____
(house, barn, shed, etc…)

VERIFIED PETITION FOR VOLUNTARY ANNEXATION

THIS VERIFIED PETITION FOR ANNEXATION (this "Petition") is made as of this __ day of _____, _____, by _____, fee owners of record (the "Petitioner(s)") to the CITY OF WENTZVILLE, a Missouri municipal corporation and city of the fourth class (the "City") in accordance with Missouri law. The Petitioner(s) hereby state and allege as follows:

1. The Petitioner(s) is/are the owner(s) of all fee interests of record in all tracts of real property located within the area described on Exhibit A, attached to and incorporated by reference in this Petition (the "Property"); and
2. The Property lies entirely within an unincorporated area of St. Charles County, Missouri; and
3. The Property constitutes an area which is contiguous and compact to the existing corporate limits of the City, as required by Missouri annexation law; and
4. The Petitioners have truthfully completed the attached Annexation Questionnaire; and
5. Pursuant to the provisions of Section 71.014 RSMo, the Petitioner(s) request(s) that the Property together with all adjacent street and road rights-of-way to the centerline abutting said property be annexed to and included within the corporate limits of, the City and that the Board of Alderman of the City to adopt an ordinance extending the limits of the City to include the Property.

PETITIONER(S)

_____ _____

Name: Name:

VERIFICATION

STATE OF MISSOURI)
) SS.
COUNTY OF ST. CHARLES)

COMES NOW _____ and _____, [each] being of lawful age and after being duly sworn upon his/her oath, deposes and states that he/she is the Petitioner(s) who signed the foregoing Petition, that he/she has read the Petition and that the facts and matters stated in the Petition are true and correct to the best of his/her knowledge, information and belief.

_____

_____

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____.

_____
Notary Public

My commission expires: