

CITY OF MARYVILLE, MISSOURI
APPLICATION FOR VOLUNTARY ANNEXATION

In order to voluntarily annex a tract of real property into the city limits of the City of Maryville, State law provides that certain specific steps must be undertaken. In addition to meeting the requirements of the State of Missouri and the annexation policy of the City of Maryville, the process is subject to a public hearing and requires the approval of the Maryville City Council.

While the **Petition must be filed and completed by the landowner**, City staff will seek to assist the applicant through the process. The attached forms are samples for your use, to be adapted by the applicant as necessary. The annexation process will proceed as follows:

1. The applicant will prepare an **Initial Annexation Information Form** and file two (2) copies with the Director, Public Works.
2. The applicant will also prepare a **Petition for Voluntary Annexation** which shall be signed by ALL owners with an ownership interest in the tract of land to be annexed.
3. The Petition shall be accompanied by the **Certificate of Abstractor**, establishing the names of the owners of all fee interests in the property and certifying that the property is contiguous to the City of Maryville.
4. The Application shall also include a **legal description** for the property to be annexed prepared by a licensed abstractor as to the area to be annexed into the City, as well as a **scale map depicting the location of the property** to be annexed and its relationship to the current city limits of the City of Maryville.
5. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO FULLY COMPLETE THE REQUIREMENTS OF THE APPLICATION PROCESS AND TO SUBMIT TWO (2) COPIES TO DIRECTOR, PUBLIC WORKS.**
6. The fully completed Application must be submitted to the Director, Public works, **at least fourteen (14) days prior to the scheduled City Council meeting**. This will provide City staff two (2) weeks to prepare its review and report.
7. Then the fully completed Application is received, the matter will be reviewed by City staff and referred to City Council for its consideration when the Application is complete.
8. The City Clerk will schedule a public hearing and arrange for publication of notice.
9. Following the public hearing and time for the public to submit written comments, the City Council will vote either to approve or deny the Petition for Voluntary Annexation.
10. **IF AN OWNER IS MARRIED, THEIR SPOUSE MUST SIGN ALL DOCUMENTS.**

Form 2

**PETITION FOR VOLUNTARY ANNEXATION OF
CONTIGUOUS TERRITORY**

TO: HONORABLE MAYOR AND CITY COUNCIL
OF THE CITY OF MARYVILLE, MISSOURI

- 1. The undersigned requests that the following described property be annexed into the City limits of the City of Maryville (either type the legal description of the property below or include an attachment on which the legal description is printed):

- 2. Said property is contiguous to the existing corporate limits of the City of Maryville, Missouri, as depicted on the scale map attached hereto and made part of this Petition by reference. (attach scale map)

- 3. The following constitute the owners of all the fee interests of record in all tracts of real property described within the territory requested to be annexed:

WHEREFORE, Petitioners pray that said territory be annexed in to the City limits of Maryville, Missouri, in accordance with law.

STATE OF MISSOURI)
)ss.
COUNTY OF NODAWAY)

_____, being of lawful age and first being duly sworn, states that he/she is the owner and is authorized to make this Petition and Affidavit; that he/she has read the statements set forth in the Petition and that the same are true according to

his/her best information knowledge and belief; that he/she executes this document as his/her free act and deed.

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Form 3

CERTIFICATE OF ABTRACTOR AS TO OWNERS AND CONTIGUOUS TERRITORY

The undersigned hereby certifies that he/she has examined the title record to the following real estate being located in Nodaway County, Missouri, to wit:

(Insert or attach description of entire tract to be annexed).

Additionally, the undersigned certifies examination of the City limits of Maryville, as they exist on the date hereof; determination of the actual location of the current City limits in relation to the boundaries of the above-described real estate; consideration of the Owners statement that there is no easement by prescription existing on any part of the boundary between the current City limits and the above-described real estate all completed in order to determine that the property is contiguous and that no easements exist at that point.

Based upon all of the foregoing, the undersigned certifies the following:

- 1. The following is a list of all of the owners of record of the real estate described above:

- 2. The above premises are contiguous to the City limits of the City of Maryville, Missouri, as those limits exist on the date hereof, the term contiguous being used herein as that term is defined and used in Section 71.012, RSMo. , limited only by the following, to wit:

_____ (if none, please so state).

- 3. The undersigned certifies that he/she is a registered land surveyor of the Stat of Missouri, and has examined the legal description of the City limits of Maryville, Missouri, as they

exist on the date hereof, and has examined the boundaries of the above-describe real estate, and that he has furnished information as to the relative locations of the said City limits and boundaries of the above-described real estate, and that the foregoing information is correct according to the best of his/her professional judgment.

Date: _____

REGISTERED LAND SURVEYOR
(Print name of land surveyor and execute with seal)