



ANNEXATION PETITION APPLICATION

Instructions

1. Completely fill in this petition application form. If you have any questions contact the City of Watertown Planning Department at (952)-955-2681.
2. Provide a complete legal description (*This may be found on your abstract or deed. Please contact the Carver County Recorder's Office to verify that your description is complete. The abbreviated version on your tax statement is NOT acceptable to the Minnesota State Office of Administrative Hearings / Municipal Boundary Adjustments*) and survey for each lot.
3. Attach a copy of a site drawing / survey of the property proposed for annexation.
4. Pay the required application fee (*5 acres of less - \$200; greater than 5 acres - \$500*)
5. Supply certification from the Township that the appropriate Taxation Reimbursement has been paid to it by or on behalf of the owners of the property subject to the petition or that such payment has been waived by the Town.
6. The signed application form, relevant documentation, and fees can be submitted electronically or in person. Upon submission, City staff will review the application for completeness. If incomplete, the application will not be accepted and returned to the applicant for further information. If the application is determined as complete, City staff will schedule a public hearing.
7. In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present in person at the scheduled meeting for the hearing of this petition application. Notice will be sent to the applicant verifying the date, time, and location of the meeting. (*Planning Commission Meetings are held the 4th Thursday of each month and called to order at 6:30 PM, or as notified*).
8. Are you requesting City services? Yes No
If yes, please fill out the *Petition for Services Application* form and return it along with this form.

Petition Contact Person

Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	
Signature of petition contact person					
Signature:				Date:	



Petitioners Statement

In the matter of the petition of certain persons for annexation pursuant to Minnesota Statute, Section 414

PETITIONERS STATE:

1. That we the undersigned, are % of the owners of this following described property lying in the Town of Watertown, County of Carver, State of Minnesota. The number of petitioners required by the statute or orderly annexation agreement to commence this proceeding is , and the number of petitioners who have signed the petition is . *(if the land is owned by husband and wife, both must sign the petition to represent all owners)*
2. The population of the area to be annexed is persons.
3. Said property is unincorporated, abuts on the city's North East South West boundary(ies), and is not included within any other municipality.
4. The area of land to be annexed in acres is:
 Platted Unplatted Total
5. The APN (*parcel number(s)*) of the area to be annexed is:
6. That all of the annexation area is or is about to become urban or suburban in character.
7. The reason for the requested annexation is:
8. That you Petition waves any notice required by **Minnesota Statutes Section 414.0325, Subdivision 1a**, relating to any possible change in the cost of electric service if Petitioner's land is annexed.

PETITIONERS REQUEST:

That Pursuant to M.S. 414, said property be annexed to and included within the City of Watertown.

DATED:

Property owners

Signature	Land Description and Survey of Each Lot

Property owners (continued)	
Signature	Land Description and Survey of Each Lot

Office Use Only			
Fee:		Receipt Number:	Date Received: