

Planning and Zoning Department

City Hall 203 E. Main Neosho, MO 64850 Phone 451-8050

ANNEXATION PROCEDURE

Step 1

Submit the following to the City upon request for annexation.

- Annexation Application
- Voluntary Petition For Annexation
- Copy of Deed*
- Parcel Map*
- Receipt for payment of applicable fee plus publication costs

Step 2

The City Clerk will make arrangements to present application to City Council at the next available meeting. The City Council will establish a date in which a Public Hearing is to be held on the proposed annexation.

Step 3

The City Clerk will arrange for the publication of the "Notice of Public Hearing" in a local newspaper per requirements set in RSMo 89.050. This notice will indicate the date of the Public Hearing and will be published at least seven (7) days prior to the Public Hearing and at least sixty (60) days from the date the said Petition was filed.

Step 4

The City Council will hold a Public Hearing on the date indicated by City Council. The applicant and other interested parties may speak at this time in favor or against the proposed annexation.

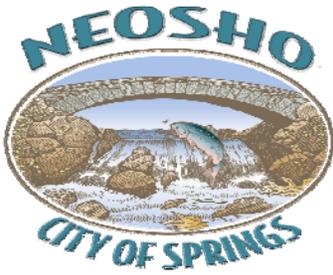
Step 5

After a fourteen (14) day waiting period from the Public Hearing for annexation, an ordinance for approval of the annexation will be presented to Council at the next regularly scheduled Council meeting for a first reading. If the vote is in favor of the proposed annexation, the ordinance will have a second and third reading at the next regularly scheduled City Council meeting. If the vote is in favor then the annexation ordinance is signed by the appropriate city officials and shall be in full force and effect from that day forward. If the City Council does not approve the proposed annexation, then no further action will take place.

Step 6

The City Clerk will file all necessary documentation with the Newton County Clerk and Missouri State Director of Revenue per requirements set in RSMo 94.510.3

*This information may be obtained at the County Assessor's Office



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ANNEXATION APPLICATION

LEGAL OWNER(s):

NAME(S): _____

STREET ADDRESS OWNER(s): _____

CITY, STATE, ZIP CODE: _____

MAILING ADDRESS: _____

PHONE: _____

OWNER(s) REPRESENTATIVE (if applicable): Name, Address, Phone: _____

PROPERTY INFORMATION:

LOCATION (ADDRESS) OF PROPERTY: _____

ARE ANY RESIDENCES LOCATED ON PROPERTY: _____

NAME, ADDRESS, CABLE CO., CELL PHONE PROVIDER & TAX ID NO. FOR

BUSINESS(ES) ON PROPERTY: _____

REQUESTED ZONING: _____

ELECTRIC PROVIDER: _____

NATURAL GAS PROVIDER: _____

TELEPHONE PROVIDER (LANDLINE): _____

REQUIRED ENCLOSURES:

1. Voluntary Petition For Annexation
2. Copy of Deed
3. Parcel Map
4. Annexation fee of \$100 + Publication Cost

To the best of my knowledge and belief, data in this application and all attachments are true and correct.

OWNER SIGNATURE: _____ DATE: _____

OWNER NAME (print): _____

CO-OWNER SIGNATURE: _____ DATE: _____

CO-OWNER NAME (print): _____

Staff Use Only

Application Accepted. By: _____

Date: _____

Time: _____

Parcel Map Received

Application Fee Received

Deed Received

Publication Fee Received



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VOLUNTARY PETITION FOR ANNEXATION TO THE CITY OF NEOSHO

We, the undersigned, hereinafter referred to as the Petitioners, for our petition to the City Council of the City of Neosho state and allege as follows:

- That we are the owner of all fee interests of record in the real estate in Newton County, Missouri, described as follows, to wit:

(LEGAL DESCRIPTION ATTACHED)

- That the said real estate is not now a part of any incorporated municipality.
- That the said real estate is contiguous to the existing corporate limits of the City of Neosho, Missouri.
- That we request that the said real estate be annexed to, and included within the corporate limits of, the City of Neosho, Missouri, as authorized by the provisions of Section 71.012, RSMo.
- That we request the City Council of the City of Neosho to cause the required notice to be published and to conduct the public hearing required by law and thereafter adopt an ordinance extending the limits of the City of Neosho to include the above described real estate.

Dated this ____ day of _____, 20____ .

OWNER SIGNATURE: _____ DATE: _____

OWNER NAME (print): _____

CO-OWNER SIGNATURE: _____ DATE: _____

CO-OWNER NAME (print): _____

CO-OWNER SIGNATURE: _____ DATE: _____

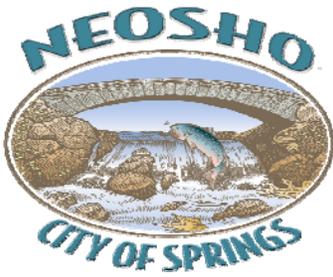
CO-OWNER NAME (print): _____

Staff Use Only

Received By: _____

Date: _____

Time: _____



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AFFIDAVIT FOR A CORPORATION

President

Corporation

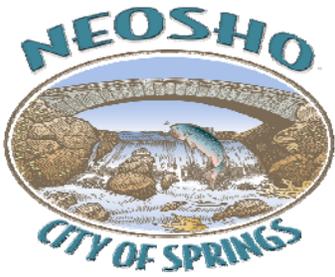
STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this _____ day of _____, 20___, before me personally appeared _____, to me personally known, who being duly sworn, did declare that he/she is President of _____, that the seal was affixed to this instrument on behalf of said corporation by authority of its Board of Directors and the said _____ acknowledged said instrument to be the free act and deed of said corporation and that the statements therein contained are all true.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____, the day and year first above written.

Notary Public

My commission expires:



Planning and Zoning Department

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AFFIDAVIT FOR A CORPORATE PARTNERSHIP

Partner

Partner

Partner

Partner

LLC

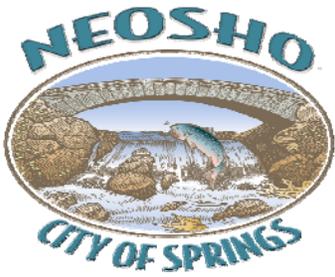
STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this ____ day of _____, 20____, before me personally appeared _____, to me personally known, who being duly sworn, declared that they are Partners of _____, that the seal affixed to this instrument was signed and sealed on behalf of said _____ by authority of its Partners and the said _____ acknowledged said instrument to be the free act and deed of said _____ and that the statements therein contained are all true.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____, the day and year first above written.

Notary Public

My commission expires:



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AFFIDAVIT FOR A JOINT OWNERSHIP

Property Owner

Property Owner

STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this ____ day of _____, 20____, before me personally appeared _____ and _____, to me personally known, who being duly sworn, declared that they are the persons who signed the foregoing document as joint owners of the property and that they are husband and wife and, acknowledge said instrument to be their free act and deed as joint owners and that the statements therein contained are all true.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____, the day and year first above written.

Notary Public

My commission expires:



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AFFIDAVIT FOR SOLE OWNERSHIP

Property Owner

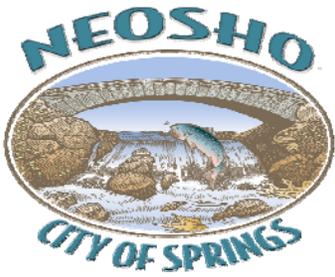
STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this ____ day of _____, 20__, before me personally appeared _____, to me personally known, who being duly sworn, declared that she/he is the person who signed the foregoing instrument as sole owner of the property and acknowledged said instrument to be the free act and deed of said property owner and that the statements therein contained are true. And the said _____ further declared himself/herself to be single and unmarried.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____, the day and year first above written.

Notary Public

My commission expires:



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AFFIDAVIT FOR A PARTNERSHIP

Partner

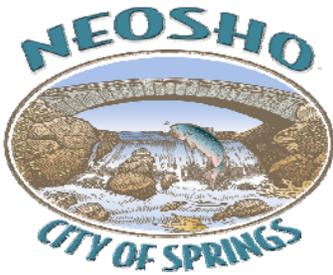
STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this ____ day of _____, 20__, before me personally appeared _____, to me personally known, who being duly sworn, declared that he/she is a partner of _____, and that the said instrument was signed on behalf of said partnership by authority of its partners and the said partner acknowledged said instrument to be the free act and deed of said partnership and that all the statements therein contained are all true.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____, the day and year first above written.

Notary Public

My commission expires on:



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AFFIDAVIT FOR MODOT

Missouri Department of Transportation

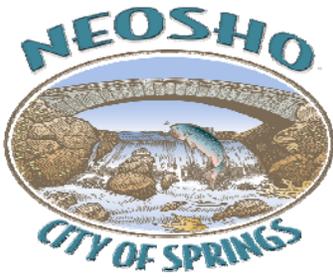
STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this ____ day of _____, 20__, before me personally appeared _____, to me personally known, who being duly sworn, did declare that he/she is- a representative of MODOT, that the seal was affixed to this instrument on behalf of MODOT by authority of its _____ and the said _____ acknowledged said instrument to be the free act and deed of MODOT and that the statements therein contained are all true.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in Neosho, Missouri, the day and year first above written.

Notary Public

My commission expires on:



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AFFIDAVIT FOR A TRUST

_____ Trust

Trustee

Trustee

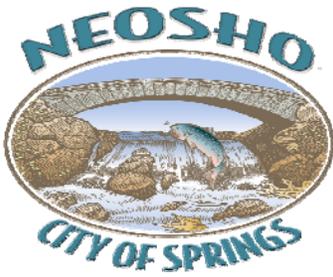
STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this ____ day of _____, 20__, before me personally appeared _____, to me personally known, who being duly sworn, did declare that she/he is Trustee of _____, and executed this instrument on behalf of said Trust and the said _____ acknowledged said instrument to be the free act and deed of said Trust and that the statements therein contained are all true.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____, the day and year first above written.

Notary Public

My commission expires on:



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AFFIDAVIT FOR A POLITICAL SUBDIVISION

Title

Title

Title

Title

Political Subdivision

STATE OF MISSOURI)
) ss.
COUNTY OF NEWTON)

On this ____ day of _____, 20__, before me personally appeared

_____, to me personally known, who being duly sworn, declared that they are _____ of _____, that the seal affixed to this instrument was signed and sealed on behalf of its governing charter and the said _____ acknowledged said instrument to be the free act and deed of said political subdivision and that the statements therein contained are all true.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____, the day and year first above written.

Notary Public

My commission expires: