



City of Ketchum  
Planning & Building

### Application For Voluntary Annexation

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Approved Date:
Denied Date:
By:

Submit completed application and documentation to [planningandbuilding@ketchumidaho.org](mailto:planningandbuilding@ketchumidaho.org) Or hand deliver to Ketchum City Hall, 191 5<sup>th</sup> St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: [www.ketchumidaho.org](http://www.ketchumidaho.org) and click on Municipal Code. You will be contacted and invoiced once your application package is complete.

<b>PROPERTY OWNER INFORMATION</b>	
**Property Owner Name: First:	Last:
Phone:	Email:
Mailing Address:	
Property Owner Representative:	
Mailing Address:	
Phone:	Email:
**If additional property owners, then please provide their information on attached sheet	
<b>PROPERTY INFORMATION</b>	
Legal Land Description(s):	
Tax Parcel(s) Number(s)(RP):	
Subdivision Name(s) (if applicable):	
Street Address (if applicable):	
Total Property Acreage Proposed for Annexation:	
County Zoning Designation:	
Zoning Designation of Surrounding Properties N:      S:      E:      W:	
Please Check if the Property Contains: <input type="checkbox"/> Floodplain/Floodway/Wetlands <input type="checkbox"/> Avalanche Area (Red/Blue)	
Existing Land Use(s):	
<b>COMPREHENSIVE PLAN/ZONING</b>	
Present Ketchum Comprehensive Plan Designation:	
Proposed Comprehensive Plan Designation:	
Proposed Ketchum Zoning Designation:	
<b>ANNEXATION REQUEST</b>	
Annexation is requested in order to/because (describe the reason/purpose of the request)	
<b>OTHER AGREEMENTS</b>	
Is there a Pre-annexation Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please identify the date of the Agreement and Attach to the Application. Date of Agreement	

**PROPERTY OWNER CERTIFICATION AND CONSENT TO VOLUNTARY ANNEXATION**

The property owner(s) hereby certifies that the information contained in this application is true and correct to the best of my/our knowledge and agrees to enter into an "Irrevocable Consent to Annexation Agreement" (to be filed and recorded separately) for the annexation of the subject property to the City of Ketchum, whereby such annexation shall be binding upon subsequent purchasers, heirs, or assigns of the land addressed in this consent:

Property Owner(s):

- 1) \_\_\_\_\_  
Printed Name Signature Date
- 2) \_\_\_\_\_  
Printed Name Signature Date
- 3) \_\_\_\_\_  
Printed Name Signature Date
- 4) \_\_\_\_\_  
Printed Name Signature Date

ADDITIONAL PROPERTY OWNER INFORMATION	
Property Owner Name: First:	Last:
Phone:	Email:
Mailing Address:	
Property Owner Name: First:	Last:
Phone:	Email:
Mailing Address:	
Property Owner Name: First:	Last:
Phone:	Email:
Mailing Address:	
Property Owner Name: First:	Last:
Phone:	Email:
Mailing Address:	

## REQUIRED SUBMITTAL INFORMATION

### **Completed Application Form**

**Application Fee:** Please review City's Fee Schedule for current fee

**Map:** Conforming to State of Idaho requirements (see attached example), The map may be drawn from record information (existing plats/survey). The record of survey must show bearings and distances for the exterior boundaries, the existing city limits, the proposed city limits, and a narrative description of the property boundaries taken from the Record of Survey.

**Legal Description:** A Professional Land Surveyor or Engineer verified original legal description of property in a legible WORD formatted document (must have for final recording). Old or illegible title documents will need to be retyped in a WORD formatted document. Include property acreage.

**Deed:** A recorded warranty deed for the property

**Signed & Notarized Affidavit of Legal Interest:** Form must be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)



## AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO            )  
  :SS  
BLAINE COUNTY            )

A. I, \_\_\_\_\_, whose address is \_\_\_\_\_, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to \_\_\_\_\_, whose address is \_\_\_\_\_, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend, and hold the City of Ketchum and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_ Commission  
Expires: \_\_\_\_\_

EXAMPLE OF ANNEXATION MAP

**CITY OF IDAHO FALLS  
BONNEVILLE COUNTY**

SW¼ OF SEC. 24, T. 2 N., R. 37 E., B.M.

**ANNEXATION  
ORDINANCE**

# \_\_\_\_\_

ANNEXATION IN A PORTION OF THE  
SW¼, SECTION 24, T. 2 N., R37 E., B.M.

PART OF THE SW¼ OF SECTION 24, TOWNSHIP 2 NORTH RANGE 37 EAST, B.M. (BONNEVILLE COUNTY), IS AS  
DESCRIBED AS:

BEFORE AT THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY OF PANDORA DRIVE AND THE EASTERLY  
RIGHT OF WAY OF SECTION AVE., SAID INTERSECTION BEING N88°20'17"E 100.22 FEET ALONG THE EAST-WEST  
CENTER SECTION LINE OF SAID SECTION 24, AND S07°27'42"E 175.82 FEET FROM THE W1/2 CORNER OF SAID  
SECTION 24, MARKING THERE ALONG SAID SECTION LINE BEARING S71°00'00"E 100.00 FEET TO THE FOLLOWING  
THESE (1) CORNERS, (1) S86°20'47"E 203.67 FEET (SECOND- 81°00'25"E 203.76 FEET); THENCE (2)  
S77°53'17"E 395.15 FEET (SECOND- 57°58'07"E 345.78 FEET); THENCE (3) S89°53'52"E 194.88 FEET  
S89°42'27"W 154.88 FEET TO A POINT OF A NON-TANGENT CURVE ON THE WESTERLY RIGHT OF WAY OF  
INTEGRATE IS; THENCE ALONG SAID WESTERLY RIGHT OF WAY THE FOLLOWING FOUR (4) CORNERS, (1) ALONG SAID  
CURVE TO THE RIGHT 761.58 FEET (CURVE DATA: RADIUS=2764.37 FEET, DELTA=45°16'51", CHORD BEARS  
S44°54'42"W 758.98 FEET) TO A POINT ON A 100.00 FOOT SPIRAL OFFSET TO THE NORTHWEST OF THE  
INTERSTATE 19 CENTERLINE THE RECORD DATA OF WHICH IS DEFINED AS HAVING A CENTRAL ANGLE OF 02°00' AND  
A SPIRAL DISTANCE OF 250 FEET; (2) THENCE ALONG SAID SPIRAL OFFSET TO THE NORTHWEST OF THE  
CORNER OF WHICH BEARS S57°28'39"W 245.62 FEET; THENCE (3) S55°17'50"W 103.78 FEET TO A POINT OF A  
CURVE; THENCE (4) ALONG SAID CURVE TO THE LEFT 538.93 FEET (CURVE DATA: RADIUS=1094.59 FEET,  
DELTA=17°12'08", CHORD BEARS S54°37'47"W 558.91 FEET); THENCE S87°56'56"W 443.81 FEET TO A POINT  
40.00 FEET PERPENDICULAR WITH THE WEST LINE OF SECTION 24; THENCE ALONG A LINE 40.00 FEET  
PERPENDICULAR TO SAID SECTION LINE N00°12'14"W 444.22 FEET TO THE SOUTHWEST CORNER OF LOT 7 BLOCK 1  
OF FREEMAN COMMERCIAL CENTER DIVISION NO. 2; THENCE ALONG THE SOUTH LINE OF LOT 7 BLOCK 1 OF  
FREEMAN COMMERCIAL CENTER DIVISION NO. 2 N08°00'00"E 84.29 FEET TO THE SOUTHEAST CORNER OF SAID  
LOT 7; THENCE ALONG THE EASTERLY LINE OF SAID LOT 7 N89°26'46"E 140.31 TO THE POINT OF BEGINNING.

PANEL CONTAINS 16.372 ACRES MORE OR LESS

RECORDED WITH THE BONNEVILLE COUNTY RECORDERS OFFICE AS  
INSTRUMENT NO. \_\_\_\_\_

SEAL



**SAMPLE MAP**

CITY OF IDAHO FALLS	
16301 16th Street	
ANNEXATION	
OF A PART OF THE SW¼ OF SECTION 24, T. 2 N., R. 37 E., B.M.	
DATE	NOV 14 2023
BY	CLERK
FOR	CLERK
FILE NO.	16301 16th Street
FILE NO.	16301 16th Street
FILE NO.	16301 16th Street

