



## Preparation Checklist for Annexation Petition Central Weber Sewer Improvement District

A parcel of property must be annexed into the Central Weber Sewer Improvement District (CWSID) before CWSID can provide sanitary sewer service. The process requires review and approval from the Weber County Surveyor's office, CWSID, and the Utah State Lieutenant Governor's office. The process also requires that the CWSID Board of Trustees (Board) approve a petition and adopt a resolution in two separate board meetings. These board meetings occur once a month. It is critical that all materials are prepared completely and correctly to avoid delays in the process.

This checklist identifies all required items for a complete petition submission. The petition must be submitted prior to the second Wednesday of the month for consideration by the board in that month's board meeting.

Name of Project: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

Owner Name: \_\_\_\_\_

Annexation Preparer Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

- Confirm that the parcel requires annexation by checking the taxing history.
- Annexation Plat – Note the following requirements:
  - Prepare plat in accordance the Utah State Code 17-23-20.
  - Include in the title block of the plat, "Annexation to Central Weber Sewer Improvement District Resolution No. [BLANK SPACE FOR RESOLUTION #]."
  - Submit plat to Weber County Surveyor's office for review. Incorporate any review comments. A review fee must be paid to the Weber County Surveyor's office. Print the completed plat in preparation for recording. Recording requires the print be on mylar type paper in 24" x 36" size.
  - Provide email verification that all comments from the Weber County Surveyor's office have been incorporated into the plat. This must be forwarded to [kevinh@centralweber.com](mailto:kevinh@centralweber.com) and [paiges@centralweber.com](mailto:paiges@centralweber.com).
- Email the legal description in WORD format to: [kevinh@centralweber.com](mailto:kevinh@centralweber.com) and [paiges@centralweber.com](mailto:paiges@centralweber.com). The legal description must exactly match the description on the plat.
- Completed petition using the attached petition form.
- This checklist completed.

**LANDOWNER ANNEXATION PETITION  
CENTRAL WEBER SEWER IMPROVEMENT DISTRICT**

We, the undersigned, represent that we own real property located within the boundaries of the area in Weber County, Utah which is described and depicted on Exhibit "A" attached hereto (the "proposed annexation area") and that the proposed annexation area is located, in its entirety, either in unincorporated Weber County or in \_\_\_\_\_ (insert name of municipality). Each person signing this petition requests annexation of the proposed annexation area into the Central Weber Sewer Improvement District pursuant to Utah Code Ann. § 17B-1-401, *et seq.*

As required by Utah Code Ann. § 17B-1-404(1)(d), the following signers of this Petition are hereby designated as sponsors (no more than three sponsors may be named), with the first designated sponsor to serve as the contact sponsor.

Contact Sponsor: (*or Owner*)

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

Additional Sponsors:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

1. \_\_\_\_\_  
Owner's Name [please print or type]

\_\_\_\_\_  
Name [signature]

Owner's Current Residence Address

\_\_\_\_\_  
Address of owner's real property which is included in the proposed annexation area (include Tax ID No. if known)

2. \_\_\_\_\_  
Owner's Name [please print or type]

\_\_\_\_\_  
Name [signature]

Owner's Current Residence Address

\_\_\_\_\_  
Address of owner's real property which is included in the proposed annexation area (include Tax ID No. if known)

**EXHIBIT "A" TO LANDOWNER ANNEXATION PETITION  
IDENTIFICATION OF PROPOSED ANNEXATION AREA**

The proposed annexation area is located in Weber County, Utah and is generally bounded by \_\_\_\_\_ Street on the north, \_\_\_\_\_ street on the south, \_\_\_\_\_ Street on the east and \_\_\_\_\_ Street on the west (or where the prospective named streets would be located if extended), which area is depicted in the attachment to this Exhibit "A" and is more particularly described as follows:

[Attach legal description]