VOLUNTARY ANNEXATION

GUIDE TO ANNEXING PROPERTY INTO THE CITY

Background

Annexation is the process of adding additional territory to an existing city. When previously unincorporated land is annexed into the City of Raymore, the city extends its municipal services, regulations, voting privileges, and taxing authority to the annexed property.

A voluntary annexation occurs when a property owner initiates the annexation procedure by asking the City to redraw their boundaries to include the land owner's property. There are two procedures for voluntary annexation: a full procedure and an abbreviated procedure. These procedures are controlled by both State and local laws. Applicants must make the selection of which voluntary annexation procedure they wish to follow at the time they file an application.

Goals

According to City of Raymore's Growth Management Plan, annexation of new land should meet the following planning goals:

- Control short-term development in an area which is important to Raymore's long-term growth plans
- Substantially increase Raymore's tax base or revenue producing ability
- Protect Raymore's long-term growth potential from the annexation plans of adjacent communities
- Add an area with short-term development potential which can easily be serviced by existing infrastructure without overburdening City resources

Process

Both the full and abbreviated procedures require the applicant to send a signed and notarized petition for annexation to the City Council. The City of Raymore Development Services Department has an application form available for applicants that includes this petition. The petition must show that the land to be annexed is contiguous and compact to the existing City Limits. There is no fee to process an application for annexation.

Full Procedure: RSMo 71.012

The full voluntary annexation procedure requires a public hearing and City Council determination that the annexation proposal meets the criteria established in Missouri State Statue RSMo 71.012. These criteria include that the annexation is reasonable and necessary to the proper development of the City and that the City has the ability to provide normal municipal services to the area within a reasonable time. After these findings have been made the City Council can vote to approve the annexation. The Council meeting and public hearing will be held within 60 days of the date the application was filed.

Under the full procedure, a voluntary annexation can be challenged when at least five percent of the City of Raymore's registered voters or two qualified voters in the area to be annexed file a written protest with the City within 14 days after the public hearing. If such an objection is submitted, then involuntary annexation procedures (RSMo 71.015) must be followed.

Abbreviated Procedure: RSMo 71.014

The alternative abbreviated voluntary annexation procedure (RSMo 71.014) eliminates the requirement for a public hearing before the City Council and does not allow for written objections to change the annexation petition into involuntary proceedings. Also, the only finding the City Council needs to make is that the land to be annexed is contiguous and compact to the existing City Limits. The Council meeting will be held within 30 days of the date the application was filed.

After a voluntary annexation application is filed and City Council dates are set, an annexation agreement is prepared by City staff. The agreement, which primarily addresses the provision of public services, must be signed prior to appearing before the City Council.

A bill, which requires two readings by the City Council, must be passed for the annexation to be final. After final approval, the bill and annexation agreement must be taken to Cass County to be recorded.

Zoning

Property in Cass County that is annexed into the City of Raymore must be rezoned. Before annexation, the property will have a zoning designation established and administered by Cass County. When the property comes under the jurisdiction of the City of Raymore, the property must be rezoned from its Cass County zoning designation to a City of Raymore zoning designation. Rezoning requires approval from the Raymore Planning & Zoning Commission and the City Council. No building permits will be issued for the property until the rezoning has received final approval.

Timeline

- Pre-application review with City staff
- Complete application & petition

30 Days Before City Council Meeting

Filing deadline:
Submit a completed application
(see application checklist)

Staff review

71.012: At Least 15 Days Before City Council

Notice of public hearing mailed by City

Notice of public hearing posted in local newspaper & sign posted by City

Prior to City Council Meeting

Review and sign Annexation Agreement

Second & Fourth Monday of the Month

- City Council First Reading
- City Council Second Reading

- Record Annexation Agreement with County
- Rezoning Action

VOLUNTARY ANNEXATION
APPLICATION CHECKLIST

From Raymore Unified Development Code Section 400.070

RAYMORE
come home to more

In order to request a hearing before the City Council a completed application must be received by the Community Development Department before the filing deadline. The filing deadline for annexation is typically 30 days before the next meeting. Please contact the Development Services Department for exact dates. A completed application includes the following:

- ☐ **A completed application form.** These forms are available in the Development Services Office or on the Internet at www.raymore.com.
- ☐ **An annexation petition**, signed by the owners of all fee interests of record in all tracts of property located within the area to be annexed. The petition must be notarized.
- ☐ **A legal description of the land to be annexed.** A paper copy and digital copy in Word Document Format must be included.
- ☐ **One large and one reduced copy (8.5"x 11") of the legal survey drawing of the property.**
- ☐ **A signed annexation agreement** must be returned to the Development Services Department prior to appearing before the City Council. This document will be prepared by staff and provided to the applicant during the review process.

Applications filed under the full annexation procedure (71.012) require a public hearing at the first City Council meeting. The public hearing must be advertised to surrounding property owners and the general public. The City will send notices to property owners within 185 feet of the property to be annexed informing them of the public hearing on the application and a notice will be posted in the Journal newspaper. Additionally, a sign announcing the public hearing will be posted on the property.

PETITION REQUESTING ANNEXATION
TO THE CITY OF RAYMORE

We the undersigned; hereinafter referred to as Petitioner, for our petition to the City Council of the City of Raymore state and allege as follows:

1. That we are over 21 years of age and the owners of all fee interests of record in the real estate in Cass County, Missouri, described in the attached legal description Exhibit A.
2. That said real estate is not now a part of any incorporated municipality.
3. That the said real estate is contiguous to the existing corporate limits of the City of Raymore, Missouri.

In witness whereof, I legal owner of said property do hereunto set my hand and seal this _____ day of _____, _____.

_____
Signature

_____
Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, ____ before me personally appeared _____, to be known to the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

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

/s/_____ My commission expires: _____
NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal this _____ day of _____, _____.

_____
Signature

_____
Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, ____ before me personally appeared _____, to be known to the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

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

/s/_____ My commission expires: _____
NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal this _____ day of _____, _____.

_____
Signature

_____
Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, ____ before me personally appeared _____, to be known to the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

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

/s/_____ My commission expires: _____
NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal this _____ day of _____, _____.

_____
Signature

_____
Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, ____ before me personally appeared _____, to be known to the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

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

/s/_____ My commission expires: _____
NOTARY PUBLIC