



ANNEXATION PETITION REQUEST FORM
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Property Address(es) or Name of Subdivision to be Annexed

Contact Person

Mailing Address

City, State, Zip

Telephone

Email

Property Owner(s) of Record

Attach a list of the name(s) and mailing address(es) of the property owner(s) of record within the area to be annexed.

Services requested (water, sanitary sewer, fire protection)

Describe the existing land uses and developments within the area to be annexed

Describe any proposed changes in land use or plans for development/redevelopment within the area to be annexed

**ADDITIONAL ITEMS
REQUIRED**

In addition to this application, the following items must be submitted:

___ One (1) plot plan showing the boundary of the proposed annexation and the parcels contained therein. The plot plan shall be on 8 1/2" x 11" or 11" x 17" size sheet.

___ One (1) complete set of the latest deeds for all parcels within the boundary of the proposed annexation

CERTIFICATIONS

I certify that I am authorized by the above Property Owner(s) of Record to file this request form on their behalf.

Contact Person Signature

Date

OFFICE USE ONLY

Date Received _____ By _____ File Number _____

City Staff Action _____ Date _____

City Council Final Action _____ Date _____

**CITY OF CAPE GIRARDEAU
ANNEXATION PETITION REQUEST FORM
INFORMATION SHEET**

The Annexation Petition Request Form is the first step for anyone seeking annexation of their property into the City limits. It is not the actual annexation petition. City staff must first review the proposed annexation to determine if it meets the City's annexation criteria. If staff finds the proposed annexation meets the criteria and should be annexed, a Petition for Annexation and an Annexation Agreement will be prepared and given to the contact person. The documents are then signed by the property owner(s), notarized, and returned to the City. Upon receipt, the City Manager executes the Annexation Agreement, and both documents are submitted to the Cape Girardeau County Recorder of Deeds Office for recording.

Once the Petition for Annexation and the Annexation Agreement are recorded, the City may provide the requested service(s). If the area proposed to be annexed is not contiguous to the city limits, the City will wait until the area becomes contiguous to move forward with the annexation. If the area is contiguous, the City Council may move forward with acknowledging the petition and scheduling a public hearing. Prior to the Council public hearing, the Planning and Zoning Commission holds a public hearing on the recommended zoning of the proposed annexation area. The City Council then holds a public hearing on the proposed annexation and the recommended zoning. After the public hearing, if the City Council decides to annex, staff will prepare three ordinances for the Council. These ordinances authorize the annexation, zoning, and ward boundary adjustments.

If the ordinances pass, the annexation becomes effective ten (10) days after the date of passage. The City will send a notification of annexation to all parties of interest, and update its GIS mapping system.

For questions, please contact the Development Services Department at (573) 339-6327.