ANNEXATION PETITION REQUEST FORM

CITY *of* CAPE GIRARDEAU

COMMUNITY DEVELOPMENT DEPARTMENT, 44 NORTH LORIMIER STREET, CAPE GIRARDEAU, MO 63701 (573) 339-6327

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

Contact Person		**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.*
Mailing Address	City, State, Zip	
Telephone	Email	

Service(s) 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

See Instructions for more information.

In addition to this completed request form, the following items must be submitted:

___ Application fee ($155.00, payable to City of Cape Girardeau)

___ One (1) plot plan or map depicting the boundary of the area to be annexed and the parcels contained therein (8 ½" x 11" or 11" x 17" size sheet)

___ One (1) complete set of the latest deeds for all parcels within the boundary of the area to be annexed

CERTIFICATION

I hereby certify that I am the sole Property Owner of Record or an agent 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 _____ MUNIS Application #_____ MUNIS Permit #_____

Application Fee Received $_____ ❑ Check #_____ ❑ Credit Card ❑ Cash City Council Final Action _____ Date _____

Revised 07/01/25

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INSTRUCTIONS

The Annexation Petition Request Form is the first step for anyone seeking to annex property into the Cape Girardeau 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 determines that the proposed annexation meets the criteria and should be annexed, then a Petition for Annexation, an Annexation Agreement, and an invoice for recording the documents 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, along with payment of the invoice. Upon receipt, the City Manager executes the Annexation Agreement, and both documents are submitted to the 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 to be annexed is not contiguous to the city limits, then the City will wait until the area becomes contiguous to proceed with the annexation. If the area is contiguous, then the City Council may proceed with acknowledging receipt of the petition and scheduling a public hearing. Prior to the Council's public hearing, the Planning and Zoning Commission holds a public hearing and makes a recommendation on a zoning district for the area, to be effective upon annexation. The City Council then holds a public hearing on the annexation and zoning. After the public hearing, if the City Council decides to annex, then staff will prepare three ordinances for the Council. These ordinances authorize the annexation, zoning, and ward boundary adjustment(s).

If the ordinances pass, then 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 Planning Services Division at (573) 339-6327 or cityplanning@cityofcape.org.