

Annexation Application Checklist

Annexation is the process of expanding the boundaries of a city. This handout provides details for the application requirements to submit to annex a property. The following application, procedures, and policies are hereby established for the consideration of annexations to the City of Bozeman in Resolution No. 2025-07 and are mandatory.

Digital Submittals & Naming Protocol

MINIMIZE DELAYS WITH CORRECT FORMATTING. APPLICATION SUBMITTAL REQUIREMENTS ARE MANDATORY PER BMC 38.220

- 1) Create and submit a Planning application using the [ProjectDox portal](#);
 - a) After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain the owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox.
- 2) The digital copies must be separated into two categories: Documents and Drawings.
 - a) The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
 - b) The Drawings folder should include items such as site plans, civil plans, landscape plans, irrigation plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24" x 36" sheet file or an 11" x 17" sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information.
- 3) Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information.

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- 1) Project narrative. Briefly describe the property and the reason for requesting annexation.
- 2) Annexation application. Submit a complete and signed Annexation Application ([ANNEX](#))
- 3) Annexation map. An annexation map including required rights-of-way meeting standards for annexation maps described below.
- 4) Annexation narrative. Please address each Annexation Policy described below. It is the obligation of the applicant to demonstrate compliance with policy.
- 5) Zoning map. A Zone Map meeting the standards. ([ZMA](#))
- 6) Zoning narrative. Initial zoning request narrative addressing the State Criteria under ZMA Application Checklist number 5. ([ZMA](#))
- 7) Notice. Complete and signed property adjoiners certificate form N1 and materials. ([N1](#))

Annexation Map Requirements

- 1) Provide the existing County zoning designation and the proposed zoning designation clearly labeled. The exhibit should include the legal limits of the property and size in square feet and acreage. If adjacent to a right-of-way, the annexation must include the full width of the right-of-way per [7-2-4211 Mont. Code Ann.](#)
- 2) Scale not greater than 1 inch to 20 feet nor less than 1 inch to 100 feet without city approval.
- 3) Scale, north arrow, and date of preparation.
- 4) Subject property well defined.
- 5) Land use pattern of the surrounding area.
- 6) Existing zoning of the surrounding property.
- 7) Boundaries of proposed zoning (if more than one designation is being requested) are well defined.
- 8) Proximity of all existing and proposed water and sewer mains and extensions.
- 9) Location of all existing structures on the subject property.
- 10) Adjacent streets and street rights-of-way.
- 11) Location of water bodies, wetlands, and flood zones. Provide estimates of the extent of each typology if not delineated or mapped.
- 12) All existing county road infrastructure, including but not limited to culverts, crossings, headgates, and diversion, and other appurtenances, visually identified or known through document search.

Annexation Policies

- 1) Annexations must include dedication of all rights of way for collector and arterial streets, public water, sanitary sewer, or storm or sewer mains. When required, rights of way for anchor routes as recognized in the City's adopted parks and trails plans must be provided when such anchor routes are not located within the right of way for arterial or collector streets.
- 2) Annexations may be required to include dedication of rights of way for adjacent or internal local streets to complete street connectivity and provide required legal and physical access.
- 3) Annexations must include written waivers of a property owner's right to protest the creation of special improvement districts necessary to provide essential services. The waivers must run with the land, be binding on the owner and owner's successors in interest and be recorded concurrently with the annexation agreement.
- 4) The petition for annexation must be in conformance with the current Bozeman land use plan. If a land use plan amendment is necessary for anticipated land uses, the land use plan amendment process must be completed prior to any action for approval of a petition for annexation.
- 5) The City prefers petitions for annexation of land larger than five acres. However, the City will consider annexation of smaller areas of land when one or more of the following are present: topographic limitations; the land is served by one or more City utilities; septic system failure; extension and integration of transportation infrastructure; enhancement of the existing traffic circulation system or to provide for transportation systems that do not currently exist; annexation will make the City boundaries more regular; annexation will better incorporate unannexed property for the provision of City fire, police, and emergency services; or when annexation provides improved access to and maintenance of public facilities.

- 6) The City will review infrastructure and emergency services available to an area proposed for annexation for the health, safety, and welfare of the public and conformance with the City's adopted plans. If the City determines adequate services cannot be provided to ensure public health, safety, and welfare, the City may deny the petition for annexation. Alternatively, the City may require all property owners within the land to be annexed provide a written plan for accommodation of services at the expense of the property owner(s). The land to be annexed may only be provided with sanitary sewer service via the applicable drainage basin defined in the City Wastewater Collection Facilities Plan.
- 7) The City may require annexation of any contiguous property for which City services are requested or for which City services are currently being provided. In addition, any person, firm, or corporation receiving water or sewer service outside of the City limits is required as a condition of initiating or continuing such service, to record a consent to annexation of the property serviced by the City.
- 8) The City Manager may enter into an agreement with a property owner for an emergency connection to the City's sanitary sewer or water system. In doing so, the property owner must submit a petition for annexation and file a notice of consent to annex with the Gallatin County Clerk and Recorder's Office prior to connection to City utilities. The City will prepare the notice of consent to annex. The agreement for connection to City sewer or water must require the property owner to complete annexation or consent to disconnection of the services. Connection for purposes of obtaining City sewer services in an emergency requires, when feasible as determined by the City, the connection to City water services.
- 9) The use of Part 46 annexations is preferred.
- 10) Where a road improvement district has been created, annexation does not repeal the creation of the district. The City will not assume operations of a road improvement district until the entirety of the district has been annexed. Any funds held in trust for the district will be used to benefit the district after transfer to the City. Inclusion within a district does not absolve a landowner of the obligation to participate in general City programs that address the same subject.
- 11) The City requires connection to and use of City utilities and services upon development of annexed properties. The City may establish a fixed time frame for connection to municipal services. Upon development, unless otherwise approved by the City, septic systems must be properly abandoned, and the development must be connected to the City's sanitary sewer system. Upon development, unless otherwise approved by the City, water wells on the subject property may be used for irrigation, but must be disconnected from any structure. Potable water must be supplied from the City water distribution system. The property owner must contact the City Water and Sewer Division to verify the
- 12) disconnection of wells and septic systems.
- 13) All annexations must be contiguous with or wholly surrounded by the existing City boundary. The City Commission may agree to annex property that is not contiguous or wholly surrounded. If the land to be annexed is not contiguous to or wholly surrounded by the City, the reasoning and justification for annexation must be explicitly addressed within the petition and approved by the Commission prior to adoption of a Resolution of Annexation.

Certification and Signatures

I (We), the undersigned, hereby certify that the information contained in the application is true and correct to the best of my (our) knowledge.

Property Owner's Signature(s)

Date

State of: _____

County of: _____

On this _____ date of _____, 20 ____, before me, a Notary Public and the State of _____, personally appeared _____, know to me to be the person(s) whose name(s) is(are) subscribed to the above instrument and acknowledge to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the date and year first above written.

Notary Signature

Notary Public for the State of _____

Residing at _____

My Commission Expires _____

Other Require Forms

Depending on the scope of the project, supplemental checklist information may be required.

- [N1](#) (if noticing required)
- [DITCH](#) (if there is a ditch on site)
- ZMA
- LPA

Application Fee(s)

For the current application fee, see the current [Fee Schedule for Planning Review](#)