



Annexation

Annexation Application to New Haven City Council

Office of Development Services | 815 Lincoln Highway East | New Haven, IN 46774

Step 1: Application

Pre-Application Meeting - Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

Making Application - The applicant must make an appointment with Staff to file by calling (260) 748-7040. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Items Required for a Complete Application:

- Application Fee** – Annexation: no application fee.
- Application Form** - All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- Attachment A:** Signed Petition for Voluntary Annexation
- Attachment B:** Fiscal Plan Build Out Form
- Legal Description and Survey** – A legal description and survey of the subject property is required.
- Site Map** – 11” x 17” or smaller in size showing the existing structures, proposed structures (if applicable), streets, land uses, etc., of the property. If this plan is in color, submit 8 copies

Step 2: Public Hearing and Annexation Schedule

Public Hearing

The Council shall follow its adopted Rules of Procedures for the hearing, a copy of which available at the Planning Office. Public Hearings of the City Council are generally held on the first Tuesday of each month in the Common Council Chambers at the New Haven City Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774.

When your request comes up on the agenda, you must present your request to the Council. You may represent yourself or have a consultant or attorney represent you. You may use any evidence that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public hearing, the Council will vote on your request. The Council may include commitments and conditions as part of its decision.

Step 3: Petition Information (Completed by Staff at the Time of Application)

The Docket Number for this application is _____. Please use this number for referencing the request and when submitting additional information in the future.

This petition will be heard by the Council on _____. The meeting starts at 7:00 pm in the Common Council Chambers of the New Haven Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774.

What Happens Next?

Should the Council approve the appeal, the petitioner is free to take any actions necessary in accordance with the established procedures of the City to use property in accordance with the city code as interpreted by the City Council.



Attachment A

Signed Petition for Voluntary Annexation

Department of Planning and Economic Development | 815 Lincoln Highway East | New Haven, IN 46774

Petition for Voluntary Annexation into the City of New Haven

The undersigned (hereafter "Petitioner"), in support of this Petition for Annexation alleges:

1. That is the owner of the real estate legally described on the submitted site map attached hereto (hereafter "Real Estate").
2. That the Real Estate is contiguous to public highways and the public rights-of-way thereof (hereafter "Public Highway").
3. That the City Council of the City of New Haven, Indiana (hereafter "Council") has by ordinance defined the corporate boundaries of the City of New Haven, Indiana.
4. That more than one-eighth (1/8) of the aggregate external boundaries of the Real Estate coincides with the corporate boundaries of the City of New Haven, Indiana.

WHEREFORE, the Petitioner requests that the Council adopt an ordinance assigning the above-referenced zoning classification and annexing the Real Estate, and the contiguous areas of the Public Highway, to the City of New Haven, Indiana.

Petitioner: _____

By: _____

Name: _____

Title: _____

If the petitioner is not the property owner of the described Real Estate, the property owner must give consent by signing below:

Signatures of Property Owner(s)

The above information, to my knowledge and belief, is true and correct.

SIGNATURE OF NOTARY PUBLIC

State of Indiana, County of _____, SS:

Subscribed and Sworn before me this ____ day of _____, 20__.

Printed Name of Notary Public: _____

My Commission Expires: _____



Attachment B

Fiscal Plan Build Out Form

Department of Planning and Economic Development | 815 Lincoln Highway East | New Haven, IN 46774

Fiscal Plan Build Out Form

The Department of Community and Economic Development staff will develop for City Council adoption a written detailed fiscal plan for the real estate subject to annexation.

Required information from the applicant for inclusion in the Fiscal Plan is shown below in the Build-Out Information Sheet and is for tax assessed value and revenue projections only.

Annexation—Build-Out Information Sheet

Please provide a project description with the following:

NAME: _____

DEVELOPER: _____

LOCATION: _____

SIZE: _____

ACRES: _____ NO. OF LOTS: _____

UNITS: _____ GROSS DENSITY: _____

DWELLINGS PER GROSS ACRE: _____ PROPOSED ZONING: _____

ESTIMATED THREE-YEAR DWELLING CONSTRUCTION TIMETABLE (BUILD-OUT SCENERIO)

Approximate 3-year build out:

Start Date:

January – December 1st year

January – December 2nd year

January – December 3rd year

Actual start of construction: _____

Site Work: _____ Building Permits: _____

Number of Units/Square Feet per Unit: _____

Estimated Average Sq. Ft. (Residential): _____

Estimated Average Market Value of Home (or Structure): _____

Comparable to: _____ (New Haven Subdivision)