

PROCEDURES FOR PROPERTY OWNERS SEEKING TO ANNEX INTO HINTON TOWN LIMITS

*Note: This is for **GENERAL REFERENCE** only. The annexation procedure is governed by 11 O.S. §§ 21-101 et seq.*

GENERAL POLICIES & PROCEDURES

1. Owner(s) of property who wish to be annexed into Hinton Town limits must complete both the Application for Annexation and the Petition for Annexation, including a copy of the Deed on file with the Caddo County Clerk demonstrating that the Applicant owns the property. The Code Enforcement Officer may require additional documentation or information once he or she has evaluated the Application and Petition.
2. As a general rule, all contiguous property which is owned or controlled by the same person/entity must be included in the annexation request.
3. If the Applicant seeks to annex less than the entire parcel described on the Deed, the Application must be accompanied by a *Survey* with a legal description of the Property to be annexed and showing all dimensions, easements, improvements and rights-of-way concerning the Property to be annexed. The Survey must also show the location of the nearest municipal boundaries in relation to the Property to be annexed. The Code Enforcement Officer may, in his or her discretion, determine that a Survey is required in other circumstances.
4. If there are existing structures on the Property to be annexed, all zoning and use requirements (including lot size and setbacks) must be met for all structures, whether primary or accessory.
5. The Applicant must identify the current and proposed use of the property to be annexed so that the appropriate zoning designation may be determined and to ensure that proposed use is consistent with the Town's Comprehensive Plan. ***Any use of the property which is inconsistent with the zoning designation upon annexation must be discontinued upon annexation unless a written agreement providing otherwise is approved or state or local law provides otherwise.***
6. The Applicant is responsible for the application fee and all anticipated expenses. The Code Enforcement Officer will determine the amount of the initial payment required upon receipt of the application.
7. The Town Board of Trustees will discuss and take action on the annexation request at a Board of Trustees meeting (the date will be determined based on factors such as notices required, dates of regularly scheduled meetings, availability of Town employees, etc.). An *Annexation Ordinance* will be developed and shall be read by the Town Clerk as a separate agenda item if the Town Board of Trustees accepts the request for annexation.
8. The request may be considered by the Planning Commission before being submitted to the Town Trustees. The Code Enforcement Officer will determine whether this step is necessary.
9. Notice of properties annexed into the Town must be provided to the appropriate governmental agencies, including the Caddo County Assessor and the Oklahoma Tax Commission.

CHECKLIST

1. Petition for annexation may be filed by (a) at least 3/4 of the registered voters and (b) owners of at least 3/4 (in value) of the property in any territory adjacent or contiguous to the Town.
 2. Petition must be accompanied by Deed and Survey.
 3. Notice of the petition must be published at least once per week for 2 successive weeks.
 4. Additional notice by mailing may be required at the discretion of the Town Code Enforcement Officer.
 5. Planning Commission input regarding the petition may be required at the discretion of the Code Enforcement Officer.
 6. The Board of Trustees may approve annexation, via ordinance, at the earliest two (2) full weeks after the first publication and, at the latest, thirty (30) days after the last publication.
 7. If the petition is denied, or the Board of Trustees does not take action within the time frame set forth above, the petitioner may file the petition with the district court.
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TOWN OF HINTON
APPLICATION FOR ANNEXATION

DATE of APPLICATION _____ DATE REC'D _____ APP. TAKEN BY _____
TRACT SIZE _____ FEE _____

Applicant Information

PROPERTY OWNER(S) _____

ADDRESS _____

(Attach additional pages if more than one property owner joins in the Application & Petition.)

ADDRESS/LOCATION OF PROPERTY TO BE ANNEXED:

LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED:

Current use of Property:

Planned or intended use of Property after Annexation:

(If commercial, office, or industrial uses are proposed, a proposed Site Plan must be attached.)

APPLICATION MUST INCLUDE A COPY OF A DEED, RECORDED WITH THE CADDO COUNTY CLERK, DEMONSTRATING APPLICANT'S OWNERSHIP.

SIGNATURE OF APPLICANT _____ DATE _____

STATE OF OKLAHOMA)
) ss.
COUNTY OF CADDO)

On _____, 20____, _____, known to me to be the person(s) named herein and who executed the above and foregoing document, personally appeared before me and acknowledged that (she/he/they) voluntarily executed the same.

COMMISSION EXPIRES: _____
COMMISSION NUMBER: _____

NOTARY PUBLIC

Internal Use Only:

Attachments: Deed _____ Survey _____ Plat _____ Site Plan _____ Flood Plain Status _____

Date of Field Check _____ Current Use: _____

Structures Present: _____

Proposed Use: _____ Zoning - proposed _____

Water/Sewer Services Available/Nearest Location: _____

Notices Required: _____

Notices -- Dates: _____

Planning Comm'n: _____

Town Board: _____

Notes/Recommendation by Code Enforcement: _____
