

City of Helena

Annexation by Petition Process

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Pre-Application

- As part of a larger project that may include a major subdivision, prior to submitting an application, a subdivider must consult with Community Development staff to become familiar with the City's subdivision application requirements and review process
- The subdivider must attend a pre-app consultation prior to submitting an accompanying subdivision application
- If the annexation does not include a subdivision, a pre-app consultation is encouraged but is not required prior to application



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Petition Submittal

- The applicant/petitioner submits the completed application/petition, fees, and requisite materials
- A petition for annexation will generally be accompanied by a pre-zone request
- A copy of the application and associated checklist is located on the Community Development website
- An application will not be considered submitted until such time the requisite application fees have been provided



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Completeness Review

- Staff begins the evaluation on an application's completeness - *Has the applicant provided the items required for a proper and complete application?*
- A checklist is provided in the application materials
- Staff has 5 working days from receipt of an application to finish the completeness review and notify the applicant



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General Review

- Hearing dates for the Zoning Commission (pre-zone) and City Commission are tentatively set
- Detailed review of project materials by relative City departments and outside agencies
- Feedback and comments will be formulated in a report by Community Development staff
- Public notices are provided (mail, sign, legal)



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Public Notices

- Planning Staff prepares public hearing notices for publishing in the local paper (Helena IR), mailing to adjacent property owners, and for posting on the subject property
- Separate notices will be published in the IR for the Zoning Commission and City Commission Hearings
- The notices provide basic property info, meeting dates and times, and online and in person meeting info



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Zoning Commission

- The Zoning Commission will hold a public hearing and review and make a recommendation on the accompanying pre-zone request only
- This recommendation will be forwarded to the City Commission for their consideration
- The Zoning Commission public hearing will be followed by a hearing on the pre-zone request and annexation request before the City Commission



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Public Hearings

- In addition to the public hearing before the Zoning Commission, the City Commission will conduct a "combined" public hearing for the pre-zone and annexation requests
- Hearings are held in conjunction with each body's regularly scheduled meeting
- Anyone who wishes to comment, either in favor or against the request, may speak to one or both bodies
- Any comment received prior to the public hearing will be presented at the respective hearing where it becomes part of the public hearing record



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Commission Action

- The City Commission will hold a public hearing on the annexation request approximately 4 weeks after the Zoning Commission hearing
- This hearing may be held concurrently with the pre-zone and the subdivision hearings
- The City Commission will take action on a Resolution of Intention to Annex as an approval, conditional approval, or denial
- Once any requirements and conditions of annexation have been met, final annexation may be requested

