

ANNEXATION PROCESS

The Utah State Code defines the annexation process as follows (2017):

1. City Recorder receives annexation petition from the property owner;
2. City Council acts to accept for further consideration or deny the annexation petition within 14 days of submission;
3. If accepted for consideration, within 30 days the City Recorder must certify the petition and deliver a copy of the certification to the City Council, the applicant, and the Davis County Commission;
4. After certification, a public notice must be published once per week for 3 consecutive weeks & mailed to each affected entity;
5. 30 day protest period from the date the certification is delivered to the City Council: a protest to the petition may only be filed by the legislative body or governing board of an affected entity;
6. If protest is filed, the City Council may move to deny the petition or wait for a decision from the Boundary Commission;
7. If no protest is filed, the City Council shall hold a public hearing (minimum 7 day notice);
8. After the public hearing the City Council may deny the annexation petition or adopt an ordinance annexing the property;
9. Within 30 days of enacting an ordinance, the City Recorder submits notice to the lieutenant governor for issuance of a certificate of annexation;
10. The city recorder submits a notice of boundary action, the certificate of annexation, approved final entity plat, and certified copy of the city ordinance to the county recorder.