

## ANNEXATION

Annexation is the process whereby a municipality amends its boundary to take in unincorporated land and make it part of the City. Once property has been annexed, the owners are entitled to the full range of services provided to other City residents. In most cases, annexations are voluntary, that is, the owner asks the City to annex his or her property. Missouri statutes also provide for involuntary annexations, but the involuntary annexation process is lengthy, it involves the Circuit Court, and it requires an election. This brochure is *not* intended to provide advice to a property owner who is the subject of an involuntary annexation effort. Individuals whose property is being sought for annexation without their consent might wish to consult with an attorney to determine their rights in such a situation. This brochure is intended to provide guidance to the property owner who wishes to annex his property voluntarily.

### HOW TO ANNEX PROPERTY INTO THE CITY OF ST. CHARLES

Property can be annexed by a municipality only if it is adjacent to (i.e., touches) the existing City boundary. If you do not know whether your property is adjacent to the City of St. Charles, call the Planning Division of the Department of Community Development at (636) 949-3222 and we will determine this for you. Whether your property is contiguous or non-contiguous will determine what you do next.

## CONTIGUOUS PROPERTY

If your property is contiguous to the City limits, ask the Department of Community Development for a blank “Voluntary Annexation Petition for Contiguous Property” and an “Application for Establishing Zoning District for Newly Annexed Tract.” Fill in the information about your property and yourself requested on the first page of the annexation petition. *All individuals whose names appear on the deed to the property must sign the petition at the bottom of the first page. You must sign the petition in front of a Notary Public, who will notarize the signatures on the second page.* After the petition has been completed, signed and notarized, return it to the Department of Community Development. The zoning district will first be presented to the Planning and Zoning Commission. An Ordinance annexing the property into the City will then be drafted and placed on the next available agenda of the City Council. The Ordinance must be read at two separate meetings of the Council. After the second reading, the Council will pass the Ordinance. It will then go to the Mayor for his or her approval. Your property will officially join the City one week after the Mayor signs the Ordinance. You will receive a copy of the Ordinance for your records.

## NON-CONTIGUOUS PROPERTY

As noted, if property is not contiguous to the City, it cannot be annexed. However, in many cases the owner of noncontiguous property wishes to connect his land to the City’s water and/or sanitary sewer system. In these cases, the owner must sign a “Voluntary Annexation Petition for Non-Contiguous Property.” This petition is almost identical to that for contiguous property and is completed in the same way. However, when you submit a petition for annexation for non-contiguous property, the petition is placed on file until such time as the property becomes contiguous. At that time, the City will complete the annexation process. Once the annexation petition is received, you may go ahead and connect the property to City utilities through the Public Works Department, even though the property will not join the City until some point in the future.

*If you would like additional information on the annexation process and how annexation will affect you as a property owner, please contact the Department of Community Development at (636) 949-3222.*

This brochure is one in a series designed to provide information on various regulations administered and enforced by the Department of Community Development of the City of St. Charles. The purpose of these brochures is to provide citizens with basic, easy-to-use information regarding City codes and services. Topics covered in this series of brochures include:

- *Opening a New Business in St. Charles*
- *Home Improvement Loan Program*
- *Home Occupation Regulations*
- *Zoning District Regulations*
- *Sign Guidelines*
- *Guidelines for Parking Recreational Vehicles in Residential Zoning Districts*
- *Fence Regulations*
- *Accessory Structures*
- *Deck Requirements*
- *Building in Historic Districts*
- *Swimming Pools, Spas, Hot Tubs*
- *Basement Finish*
- *Rental Unit Inspection Program*
- *Code Enforcement*
- *Recycling Guide*
- *Annexation*
- *Room Additions*

Any of these brochures may be obtained from the Department of Community Development, 200 North Second, Suite 303, St. Charles, MO 63301. Department phone numbers are: Planning Division: (636) 949-3222; Code Enforcement Division: (636) 949-3227. Department hours are 7:00 a.m. to 5:00 p.m. Monday through Friday.

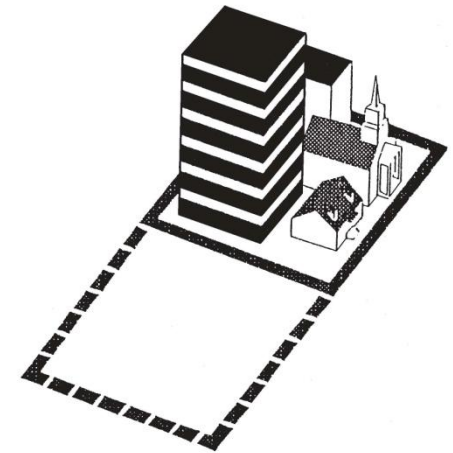


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DEPARTMENT OF  
COMMUNITY DEVELOPMENT