



Date Received: ___/___/___

City of Lakeville Petition for Annexation Application

In the Matter of the Petition of Certain Persons for the Annexation of Certain Land to the City of Lakeville, Minnesota Pursuant to (check applicable statute):

___ Minn. Stat. § 414.033, SUBD. 2(3)
___ Minn. Stat. § 414.033, SUBD. 5

Property Address: _____

Legal Description/PID No. _____
(Insert complete and accurate property description. Do not use descriptions from property tax statements)

Property is unincorporated Y/N (circle one), is not included within any other municipality Y/N (circle one) and abuts the city's N S E W (circle one) boundary(ies).

Total Acreage of Property to be Annexed: _____ Unplatted _____ Platted _____ Total

Reason for Annexation Petition: _____

Proposed zoning for the annexed property: _____

~~~~~  
Name of Applicant/Developer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name

Email address where invoices should be sent \_\_\_\_\_  
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Application Fee.....	\$500.00
Escrow.....	\$2,000.00 for legal services, planning, engineering and legal services by staff and/or consultants.

Community Development Department
20195 Holyoke Ave - Lakeville, MN 55044 - lakevillemn.gov - Phone: 952-985-4420

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The applicants include:

- _____ the sole property owner; or
- _____ all of the property owners; or
- _____ a majority of the property owners

Note: For each parcel that is owned by multiple owners, all owners of the parcel must sign the petition. If a petitioner is married, the spouse must also sign the petition.

There are _____ property owners of the area for the proposed annexation. (If a property owner owns more than one parcel in the area proposed for annexation, the owner is only counted once as an owner in determining a majority – the number of parcels owned by a single owner are not counted)

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**A certified list prepared by an abstract company and mailing labels of the town or towns affected by the proposed ordinance and all landowners within and contiguous to the subject area to be annexed must be submitted with this application.**

***✓ Please include all applicable information regarding the project as listed on the attached checklist. (Additional information may be requested after review by the City.)***

We, the undersigned, have read and understand the Minnesota Statue 414.033 annexation by ordinance information as noted in the Petition for Annexation Application Checklist and agree to its provisions.

PETITIONERS REQUEST: That pursuant to Minn. Stat. § 414.033, the property described herein be annexed to and included within the City of Lakeville, County of Dakota, Minnesota.

|                 |                   |            |
|-----------------|-------------------|------------|
| Signature _____ | _____             | Date _____ |
|                 | Please Print Name |            |
| Signature _____ | _____             | Date _____ |
|                 | Please Print Name |            |
| Signature _____ | _____             | Date _____ |
|                 | Please Print Name |            |
| Signature _____ | _____             | Date _____ |
|                 | Please Print Name |            |
| Signature _____ | _____             | Date _____ |
|                 | Please Print Name |            |



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Community Development Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Tina Goodroad  
Community Development Director

I have read and understand the above letter.

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Applicant's Signature

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Date



# Petition for Annexation Checklist *City of Lakeville* *Community Development Department*

## **ANNEXATION BY ORDINANCE**

Unincorporated property abutting a municipality may be annexed to the municipality by ordinance as provided in [Minnesota Statute 414.033](#).

The Lakeville City Council may by ordinance declare land annexed to the municipality and any such land is deemed to be urban or suburban in character or about to become so if:

1. The land is owned by the municipality.
2. The land is completely surrounded by land within the municipal limits.
3. The land abuts the municipality and the area to be annexed is 120 acres or less, and:
  - a. the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available, and
  - b. the municipality receives a petition for annexation from all the property owners of the land.
  - c. Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property either simultaneously proposed to be or previously annexed under this clause within the preceding 12 months if the property is or has been owned at any point during that period by the same owners and annexation would cumulatively exceed 120 acres; or
4. The land has been approved after August 1, 1995, by a preliminary plat or final plat for subdivision to provide residential lots that average 21,780 square feet or less in area and that land is located within two miles of the municipal limits.

Before the Lakeville City Council may adopt an annexation by ordinance, the City of Lakeville must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

## **ANNEXATION BY ORDINANCE FOR LAND 60% BORDERED AND 40 ACRES OR LESS**

If the perimeter of the area to be annexed by a municipality is 60 percent or more bordered by the municipality and if the area to be annexed is 40 acres or less:

1. The municipality shall serve notice of intent to annex upon the town board and the chief administrative law judge, unless the area is appropriate for annexation by ordinance.
2. The town board shall have 90 days from the date of service to serve objections with the chief administrative law judge.
  - a. If no objections are forthcoming within the said 90-day period, such land may be annexed by ordinance.
  - b. If objections are filed with the chief administrative law judge, the chief administrative law judge shall conduct hearings and issue an order as in the case of annexations under section 414.031, subdivisions 3 and 4.

## **ANNEXATION BY ORDINANCE FOR PLATTED / UNPLATTED PROPERTY (200 ACRES OR LESS)**

If the land is platted, or, if unplatted, does not exceed 200 acres, a majority of the property owners in number may petition the municipal council to have such land included within the abutting municipality and, within ten days thereafter, shall file copies of the petition with the chief administrative law judge, the town board, the county board and the municipal council of any other municipality which borders the land to be annexed.

1. Within 90 days from the date of service, the town board or the municipal council of such abutting municipality may submit written objections to the annexation to the chief administrative law judge and the annexing municipality. Upon receipt of such objections, the chief administrative law judge shall proceed to hold a hearing and issue an order in accordance with section 414.031, subdivisions 3 and 4.
2. If written objections are not submitted within the time specified in this section and if the municipal council determines that property proposed for the annexation is now or is about to become urban or suburban in character, it may by ordinance declare such land annexed to the municipality. If the petition is not signed by all the property owners of the land proposed to be annexed, the ordinance shall not be enacted until the municipal council has held a hearing on the proposed annexation after at least 30 days' mailed notice to all property owners within the area to be annexed.

## **ADDITIONAL ITEMS OF NOTE**

- Any annexation by ordinance must be filed with the chief administrative law judge, the township, the county auditor and the secretary of state and is final on the date the ordinance is approved by the chief administrative law judge. A copy of the annexation must be delivered immediately by the governing body of the municipality to the appropriate county auditors.
- The chief administrative law judge may require the city or property owners to furnish additional information concerning an annexation by ordinance to inform the chief administrative law judge about the extent to which the proposed annexation conforms to the statutory criteria set forth in statute.
- Property taxes payable on the annexed land will be paid to town or towns as defined by statute.
- City must notify the petitioner(s) 30 days prior to adopting an annexation by ordinance under those required by statute that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. Notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments resulting from the annexation.
- **Extension of utility connections to annexed properties is the responsibility of the property owner or developer.**
- **The applicant or a designated representative must be present (in-person) at the scheduled meeting for the public hearing of the petition application. City Staff will send notice to the applicant verifying the date, time, and location of the meeting.**
- **If annexation is approved by ordinance by the Lakeville City Council, the applicant(s) will need to submit a Comprehensive Plan Amendment Application and a Rezoning Application.**

## ITEMS TO ACCOMPANY APPLICATION

1. Completed application form
2. Application fees
3. Items specified in the checklist provided (below)

## CHECKLIST

- \_\_\_\_\_ A. Certificate of survey and complete legal description of the subject site.
- \_\_\_\_\_ B. Plat map indicating the property is abutting the current City of Lakeville boundary.
- \_\_\_\_\_ C. Certification of taxes paid on the site
- \_\_\_\_\_ D. Certified list of the town or towns affected by the proposed ordinance and all landowners within and contiguous to the subject area to be annexed.
- \_\_\_\_\_ D. Any other supplemental information as requested by City Staff.

## QUESTIONS? CONTACT:

Tina Goodroad, Community Development Director  
952-985-4421  
[tgoodroad@lakevillemn.gov](mailto:tgoodroad@lakevillemn.gov)

Kati Bachmayer, Economic Development Manager  
952-985-4425  
[kbachmayer@lakevillemn.gov](mailto:kbachmayer@lakevillemn.gov)