

# VOLUNTARY ANNEXATION WITH CONSENT of PROPERTY OWNERS

## City of Broken Arrow

Process and Steps to be Completed:
1. Conduct meeting with Property Owner/s and applicant interested in Annexation and staff.
2. Applicant/s to submit application to the City of Broken Arrow Community Development Department and include, <ul style="list-style-type: none"><li>• Application Form and Fee</li><li>• Legal Description of Property</li><li>• Map of Property</li><li>• Signature Sheet of Petition</li></ul>
3. Determine whether or not the territory to be annexed is adjacent or contiguous to the city. Verify Legal Description and Prepare Map/s.
4. Verify Application Signature and Petition for Ownership (if multiple owners).
5. Does the City have the written consent of at least a majority of the acres to be annexed
6. City Council to direct Notice of proposed annexation to be published in a legally qualified newspaper of general circulation which shall describe the boundaries of the territory proposed to be annexed by reference to a map, geographical locations, legal or physical description or other reasonable designation.
7. Notice of Public Hearing for proposed Annexation published in newspaper (Tulsa World, Wagoner Tribune) shall include, <ul style="list-style-type: none"><li>• reference to a map, geographical locations, legal or physical description or other reasonable designation</li><li>• Date, time and location of the Public Hearing,</li></ul> <p>The Notice shall be published in a legal newspaper of general circulation in the territory sought to be annexed within 14 days following the date the Council directed the Notice of Annexation to be published</p>
8. Mail copies of the Notice of Annexation, along with the legal description and a map of the area to be annexed, by first class, to: <ul style="list-style-type: none"><li>a. all owners of property to be annexed as shown by the current year's ownership rolls in the office of the county treasurer</li><li>b. to all owners of property abutting any public right-of-way that forms the boundary of the territory proposed to be annexed.</li><li>c. mail the Notice, legal description and area map to:  <i>OKLAHOMA TAX COMMISSION</i> <i>ATTN: SALES AND USE TAX DIVISON</i> 2501 North Lincoln Boulevard Oklahoma City, OK 73194 Connors Building, Capitol Complex</li></ul> <p>(NOTE: Do not mail the notice to the Oklahoma Tax Commission by certified mail). Mail a copy also to Wagoner and Tulsa County Clerks</p>

<ul style="list-style-type: none"> <li>• The mailing list can be certified and prepared by a registered/licensed abstract company, or the County Treasures office or INCOG and be certified no less than 180 days before the mailing. The mailing list shall not be ordered until after Council directs that a public hearing be held.</li> <li>• Any owner of land to be notified by mail, owning more than five (5) acres or using the property for agriculture purposes, the notice shall be mailed by certified mail (11, O.S., §21-103).</li> </ul>
9. Prepare preview ordinance and RFA for annexation to be presented to City Council at the meeting shown on the Notice of Annexation and place on agenda. (preview agenda) Community Development will follow the and preview ordinance example provided by legal, legal will review the drafted RFA and preview ordinance prior to being presented to Council)
10. Hold Public Hearing – City Council. The public hearing shall be held no earlier than 14 days nor more than 30 days following the publication and mailing of the notice. (adoption agenda)
11. If Annexation Public Hearing is approved by City Council, <ul style="list-style-type: none"> <li>• Prepare final RFA and Final Ordinance for City Council Action,</li> <li>• Community Development will follow the RFA example provided by legal, legal will review the drafted RFA prior to being presented to Council)</li> <li>• Annexation Ordinance approved by City Council which adds the subject territory to the City of Broken Arrow.</li> <li>• Community Development will follow the ordinance example provided by legal, legal will review the drafted ordinance prior to being presented to Council)</li> </ul>
12. File a duly certified copy of the ordinance in the County Clerk's office.
13. Certified copy of Annexation Ordinance with legal description showing acreage and map to be sent to, <ul style="list-style-type: none"> <li>• All owners of property to be annexed as shown by the current year's ownership rolls in the office of the County Treasurer and to all owners of property abutting any public right-of-way that forms the boundary of the territory proposed to be annexed.</li> <li>• Broken Arrow Police Department and Broken Arrow Fire Department.</li> <li>• INCOG</li> <li>• Tulsa or Wagoner County Clerk's Office.</li> <li>• Oklahoma Tax Commission, <ul style="list-style-type: none"> <li>Oklahoma Tax Commission (Main Office, OKC)</li> <li>Sales and Use Tax Division</li> <li>Connors Bldg. Capital Complex</li> <li>2501 North Lincoln Blvd</li> <li>Oklahoma City, OK 73194.</li> </ul> </li> <li>• Tulsa County, Wagoner County, Election Board,</li> </ul>