

OFFICE PROCEDURES FOR PROPERTY OWNERS CONSENTING TO ANNEX INTO COWETA CITY LIMITS

*Note: This information sheet is for **GENERAL REFERENCE** only concerning property owners consenting to annex into Coweta City limits. Refer to State Statute 23-103 thru 23-106*

GENERAL OFFICE PROCEDURES

1. Owner(s) of property who wish to be annexed into Coweta City limits must forward a “*Letter of Consent for Annexation*” to the Community Development Department, attention the Mayor and City Council. The “*Letter of Consent*” must indicate the date of the request and the exact legal description of property tract(s) to be considered for annexation. Additionally, the property owner(s) must submit a *Plat of Survey* showing all dimensions, easements, improvements and rights-of-way as well as a copy of the *General Warranty Deed* demonstrating ownership of the requested annexation.
2. If more than one property owner is requesting annexation of an area greater than their own property, a petition with signatures of at least 50% of the property owners within the area proposed for annexation is required and will be forwarded to the Mayor and City Council by the City Clerk.
3. If a zoning request is included, the annexation request will be placed on the next available Planning Commission Agenda for public hearing.
4. The City Council can discuss and take action on the annexation request at the next City Council meeting. An *Annexation Ordinance* shall be developed for this meeting and shall be **read** by the City Clerk as a separate agenda item **if** the City Council accepts the annexation consent letter.
5. If the City Council approves the request the annexation ordinance is:
 - (A) Forwarded to the local newspaper for publication.
 - (B) Submitted to the Wagoner County Clerk’s Office for recording.

Effective 30 days after the date of publication, the ordinance becomes effective and the property officially is incorporated into the City of Coweta.

Note: The Coweta City Clerk is responsible for submitting the annexation ordinance to the Wagoner County Clerk’s Office for recording. The City Clerk should receive an official recorded copy of the annexation ordinance from the Wagoner County Clerk within two weeks of the filing date.

6. Notice of properties annexed into the City must be given to approximately 25 to 30 governmental agencies (ie. County Government, Fire, Police, Health Department, etc.) within the Coweta Area.

The enclosed information includes an Application and a Sample Letter of Consent.

SAMPLE LETTER OF CONSENT FOR ANNEXATION

Date

Mayor and City Council
CITY OF COWETA
PO Box 850
Coweta, OK 74429

Dear Mayor and City Council:

I (We), _____, sole owner(s) of the following described property , do hereby consent to annexation of said property into the City of Coweta, Wagoner County, Oklahoma.

Property legal description:

I (We) are requesting a _____ Zoning Classification for said property which will be used for the following purposes: _____

**(If commercial, office or industrial uses are proposed, provide a proposed Site Plan)*

Property Owner(s) Signature(s):

NOTARY

attachments

Enclose a Plat of Survey and copy of deed(s)

CITY OF COWETA
APPLICATION FOR ANNEXATION

DATE REC'D _____ APP. TAKEN BY _____ COMM. MTG.

DATE _____

STR _____ WARD DISTRICT _____ TRACT SIZE _____ FEE _____ REC.

~~NO~~