

# Petition for Annexation

To the Town of Minden

**Town of Minden  
1604 Esmeralda Ave  
Suite 101  
Minden, NV 89423**

Updated May 6, 2009

# Town of Minden

## Annexation Procedures

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### **Annexation Procedures**

#### **A. Application to the Town of Minden**

1. Applicant submits formal application for Annexation to the Town of Minden, together with an application fee of \$300.00 which will be applied towards the reviewing costs.
2. Town reviews and takes action
  - a. The Town must legally notice the application pursuant to NRS 241:
    - i. The Town shall approve, conditionally approve, or deny the application. Conditions of approval may include, but are not necessarily limited to, improvements of street paving, curbs and gutters, sidewalks, street lighting, trash collection, fire protection and water and sewer service.
  - b. Approval by the Town will include payment of annexation fees of \$350.00 per acre, or a fraction thereof, as well as the cost for all review and mapping fees incurred by the Town during the processing of the application whether or not the application is approved.
3. The Town shall provide a written statement to the applicant confirming the action taken by the Town Board and any conditions of approval approved by the Board.

#### **B. Application to Douglas County**

1. Once the application is approved by the Town, the Town will submit the annexation application to Douglas County Community Development within six months of the date of Town approval. The Applicant will assist the Town in submitting this application, if necessary. A copy of the Town boundary map and legal description including the Applicant's parcel to be annexed will be prepared by the Town Engineer.
2. The Douglas County Board of Commissioners hears annexation applications four times per year.
  - a. Please contact Douglas County Community Development or the Town Engineer to confirm the County's submittal deadline.
  - b. The Douglas County Commissioners will hear the annexation request twice. It shall approve, modify, or deny the Town's recommendation. Should the County make substantial modifications to the conditions imposed by the Town, the Town may rehear the application prior to its final approval.

#### **C. Annexation Completion**

After Douglas County Commission approval of the application and payment of all fees and costs by the Applicant, the Town Engineer will file the Formal Annexation Map at the County Recorder. The subject property does not become an effective part of the Town until such time that the formal boundary map is filed with the Office of the County Recorder. The official date of annexation shall be the date witnessed in the County Recorder's Certificate.



## Submittal Requirements for Annexation

1. \_\_\_\_\_ Petition for Annexation, signed and notarized.
  
2. \_\_\_\_\_ Legal Description, prepared by a Nevada Professional Land Surveyor.
  - a. The legal description shall be by meters and bounds and tie to the existing Town boundary.
  
  - b. The legal description shall include the acreage being annexed:
    - i. If the area of the land is two acres or greater, the acreage shall be given to the nearest hundredth;
  
    - ii. If the area of the land is less than two acres, the area shall be given to the nearest square foot.
  
3. \_\_\_\_\_ 8 ½” x 11” Graphic Exhibit depicting the area of annexation at a suitable scale, including all easements within the rights-of-way adjacent to the property to be annexed, prepared by a Nevada Professional Land Surveyor.
  
4. \_\_\_\_\_ Preliminary Title Report dated within the last 90 days.
  
5. \_\_\_\_\_ Simultaneous (or prior) petition for annexation to the Minden-Gardnerville Sanitation District.