



**MEMO To:** City of Spring Hill Annexation Applicants

**Subject:** Planning Commission/Board of Mayor and Aldermen Approval Process

Included in this annexation application package are the following documents:

- Annexation Application
- City of Spring Hill Meeting Calendar

The steps that the applicant must follow for annexation approval are as follows:

1. Submit application and associated fee no later than twenty-one (21) days prior to the desired Planning Commission meeting
2. Attend the Planning Commission Work Session
3. Address comments received from Planning Commission at Work Session and re-submit request by 12:00 P.M. on the Wednesday following the Work Session
4. Planning Commission public hearing and regular meeting held to take action on the annexation request
5. Attend the BOMA Work Session held on annexation request
6. First reading held at BOMA regular meeting
7. Attend the second BOMA Work Session held on annexation request
8. Public hearing and second reading held at BOMA regular meeting

**PLANNING COMMISSION & BOMA  
ANNEXATION APPLICATION**  
Applicant to Complete Sections A and B



**A. Annexation Information**

Date \_\_\_\_\_ Planning Commission Meeting Date: \_\_\_\_\_

BOMA 1<sup>st</sup> Reading Date: \_\_\_\_\_ BOMA 2<sup>nd</sup> Reading Date: \_\_\_\_\_

Location \_\_\_\_\_ Map/Parcel \_\_\_\_\_

Acreage \_\_\_\_\_

Purpose of Annexation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Annexation Fee \$100*

**B. Contact Information**

Property Owner(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

Applicant(s), Owner, or Owner's Representative (Engineer, Architect, Attorney), if applicable

\_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_



Property owner(s) signature: \_\_\_\_\_

Applicant(s), Owner, or Owner's Representative signature: \_\_\_\_\_

**C. For Staff Use Only**

Fee Paid: Yes \_\_\_ No \_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Notice Posted on Property: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Copy of Photo Included in Package: Yes \_\_\_ No \_\_\_

Public Notice Affidavit from Newspaper Included in Package: Yes \_\_\_ No \_\_\_

**Planning Commission Action:**

Tabled \_\_\_ Date: \_\_\_\_\_

Deferred \_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ Date: \_\_\_\_\_

Denied \_\_\_ Date: \_\_\_\_\_

**BOMA Action:**

Tabled \_\_\_ Date: \_\_\_\_\_

Deferred \_\_\_ Date: \_\_\_\_\_

Approved (1<sup>st</sup> Reading) \_\_\_ Date: \_\_\_\_\_

Approved (2<sup>nd</sup> Reading) \_\_\_ Date: \_\_\_\_\_

Denied \_\_\_ Date: \_\_\_\_\_

Notes: