

ADD SECTION 18.7 TO EXISTING SUBDIVISION REGULATIONS

SECTION 18.7: MINIMUM ANNEXATION STANDARDS AND PROCEDURES

- a) **Review by Planning Commission:** A request for annexation of property into the corporate limits of Folsom will be reviewed by the Planning Commission before being forwarded, with a recommendation, to the Board of Alderman.
- b) **Documentation to be included with Request:** The request for annexation by the property owners or residents must be accompanied by the following information and documentation from those requesting the annexation. (If the information is not complete, the Village may not be able to complete the annexation procedure.)
 1. A signed petition for annexation which describes the annexation boundaries as a legal description along with the proper survey, plat, or map.
 2. The petition signed by at least 51% of the property owners of the property to be annexed, at least 51% of the registered voters in the area to be annexed, and signatures representing at least 25% of the assessed land value of the area to be annexed. Such signatures must be accompanied by the signees' physical and mailing addresses and the property assessment number of each parcel of land to be annexed.
 3. Such information and the petition should be submitted to the Village at least 14 days before the date of the Village of Folsom Planning Commission meeting.
 4. The property owners and/or the Village Zoning Commission must request that an appropriate zoning classification be assigned to all property being annexed at the time of such annexation.
- c) **Public Hearing to be Held:** The Planning Commission may only vote on a recommendation for annexation after a public hearing has been duly advertised and conducted. At least one advertisement in a newspaper of local circulation must be printed at least 2 days in advance of the public hearing before such hearing is held. The public should be invited to attend and to make comment. The Planning Commission may hold a second public hearing if needed.
- d) **Recommendation by the Planning Commission:** After the public hearing is held and all proper information submitted to the Village by the petitioners, the Planning Commission shall vote to recommend or not recommend the annexation to the Village Board of Alderman. A recommendation may be accompanied by conditions set forth by the Planning Commission. Such recommended conditions may include the need for the petitioners to make changes or upgrades to the streets and utilities in the annexed area before annexation can take place. All recommendations on the annexation shall be forwarded to the Board of Alderman so that they may review the matter, which must be voted upon as an ordinance amending the corporate boundaries and the zoning map of record.
- e) **Notices to the Public after Annexation:** If the annexation request is voted upon favorably by the Board of Aldermen and the annexation petition is approved by

the Parish Assessor and Registrar of Voters, then the following parties (at a minimum) will be notified about the annexation:

- **FIRE DEPARTMENT**
- **POLICE DEPARTMENT**
- **911 COMMUNICATION DISTRICT**
- **ELECTRIC COMPANY PROVIDER**
- **GAS PROVIDER**
- **CABLE PROVIDER**
- **PHONE COMPANY**
- **PARISH SHERIFF'S OFFICE**
- **SCHOOL BOARD**

AMEND VILLAGE OF FOLSOM ZONING ORDINANCE TO ADD SECTION 18.407

18.407 An annexation that is approved by the Board of Aldermen, as per Section 18.7 of the Subdivision Ordinance, shall be recognized by the Village Zoning Commission as a legal amendment to the official Zoning Map of the Village. Such Zoning Map shall be adjusted to reflect the newly annexed area and it's zoning classification(s).



VILLAGE OF FOLSOM
Information for Proposed Annexation

1. General description of property to be considered for annexation: (*Location*)

2. Number of acres involved: _____

3. Present use(s) of property: _____

4. Proposed use(s) of property: _____

5. Zoning classification(s) requested for proposed annexation:

6. Number of existing residential units/commercial structures in proposed area to be annexed:
 - a. Existing single-family structures: _____
 - b. Existing multi-family structures: _____
 - c. Existing multi-family housing units: _____
 - d. Existing commercial structure: _____

7. Existing services and infrastructure in area requesting annexation:

WATER

 - a. What type(s) of water systems serve the area?

 - b. Who owns and maintains the system?

- c. What are the minimum and maximum size water lines in area (on public right-of-way)?

SEWER

- a. What type of sewer system serves the area? _____

- b. Who owns and maintains the system? _____

- c. What are the minimum and maximum size sewer lines in area (in public right-of-way)? _____

STREETS

- a. Approximately how many linear feet of street/road are in the area?

- b. Who maintains the streets? _____

- c. What is the present street right-of-way width? _____

- d. Are any streets less than 50 feet in width (r.o.w.)? _____

- e. With what material are the streets paved? (May check more than one below):

_____ concrete

_____ gravel

_____ dirt

_____ asphalt

_____ other

LIGHTING

- a. Is there any street lighting in area? _____

- b. Who maintains street lighting? _____

SANITATION

- a. How is garbage and trash collection handled? _____

8. What are the major streets presently used for vehicular access to the area?

9. Are any new streets proposed to be built for access to the area? _____

10. If public water and sewer service is not available in any or all parts of the area under consideration, how will these services be paid for and by whom? _____

11. Is a map indicating the location and boundaries of the proposed annexation attached here? _____ If not, please attach one.

12. What portions of the proposed annexation are contiguous with present Village of Folsom boundaries? _____

13. Please attach a petition and legal description of the area that you would like to annex.

Name and phone number of each person requesting annexation. (Or attach a list.)

NAMES

PHONE NUMBERS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ANNEXATION FORM

We, the undersigned, do hereby petition the Village of Folsom for annexation of our properties into the corporate limits of Folsom.

We are registered voters in St. Tammany Parish and /or owners of the property to be annexed.

Property Owner/Voter Name (Please Print)	Physical Address or Property to Be Annexed	Mailing Address of Owner	Assessment #	Signature of Owner(s)