



INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

3394 JAMES LEE PARK RD. #A

CARSON CITY, NEVADA 89705

TEL: (775) 267-2805 FAX: (775) 267-3510

www.indianhillsnevada.com

ANNEXATION POLICY

The annexation process provides for the ability of a property owner(s) to request to have their land included within the boundaries of the Indian Hills General Improvement District. The District is committed to making consistent, fair and well-informed decisions regarding annexation. This annexation policy is used by the Indian Hills General Improvement District's governing Board of Trustees regarding the issues of annexation of land into the District in accordance with the Nevada Revised Statutes. The goal of the annexation policy is to provide guidance to landowners and District staff and to provide a written outline of factors which enter into the Board's determination of whether or not to annex lands.

Section 1 - Eligibility & Criteria

1. The property(s) should be contiguous to the boundary of the District directly, or separated by a street, alley, or other right-of-way. Non-contiguous property(s) will be considered by the Board of Trustees of the District during a public hearing meeting.
2. Any property owner(s) requesting water and/or sewer services outside of the District's boundary must request annexation.
3. The property(s) must not be included in Douglas County's Redevelopment Agency, or in any other Agency in whole or in part.
4. Availability of existing District water and/or sewer infrastructure. Capability for the District to provide water and/or sewer services to said property(s).

Section 2 – Request for Annexation Form & Fee Schedule

1. Any person or entity requesting annexation shall complete in detail and submit to the District a "Request for Annexation" Form. (*Attachment A*)
2. The requester(s) will be required to pay annexation fees for the District's costs associated with reviewing and evaluating the request for annexation. Annexation fees must be paid in full when the "Request for Annexation" Form is submitted. (*Attachment A*)
3. After payment is received, the District will require 60 days to review the request for annexation. During the review process the District may require the requester(s) to furnish the District with such other information as the District deems pertinent to review and process the request for annexation. If there are any additional District incurred administrative or engineering costs to evaluate

and process the request for annexation, the District will provide an estimate to the requester(s) of those additional costs. The District requires collection of those additional fees from the requester(s) in order to proceed with the request for annexation.

4. The District will not provide water or sewer service to the property(s) in the event of non-payment of annexation fees.
5. In the event the request for annexation is granted, within 30 days, the District's Engineer will prepare a revised District boundary map. If the request for annexation is denied, within 30 days, the District will reimburse the fee for preparation of a revised boundary map to the requester(s).

Section 3 – Public Hearing

The Board of Trustees of the District shall hear the request for annexation at an open meeting after publication of a public hearing notice for the request for annexation is placed in the local newspaper indicating the place, date and time of such meeting, and the names and addresses of the requester(s). Before the meeting, an agenda will be mailed to the requester(s) and landowners that are 300 feet of the external boundaries of the property(s). At the public hearing meeting, the requester(s) are required to make an oral presentation related to the request for annexation. The presentation will be followed by comments from District staff including the District's Engineer and Attorney, Board of Trustees and from the public.

Section 4 – Determination by Board

The Board of Trustees of the District shall grant or deny the request for annexation. The action of the Board is final and conclusive.

There shall be no withdrawal of a request for annexation after consideration by the Board, nor shall further objections be filed, except in case of fraud or misrepresentation. The mere fact that the Board approves the request for annexation shall not, in any way, obligate the Board or the District to guarantee District services to the property(s).



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Attachment A – Annexation Policy

Request for Annexation

Date: _____

APPLICANT INFORMATION

Property Owner(s) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail: _____

PROPERTY INFORMATION

Location of Property(s): _____

Legal Description: _____

(Include Section, Township and Range)

Assessor's Parcel #(s) (APN) of lots: _____

Present Zoning: _____

Proposed Zoning: _____

Present Land Use: _____

Proposed Land Use: _____

What Service? Water only " Sewer only " Both "

THE FOLLOWING ITEMS MUST BE SUBMITTED

1. Notarized “**Request for Annexation**” Form.
2. A certificate by a title company licensed in the State of Nevada as to ownership of record and any interest of record in the subject property.
3. A list of property owners of record within 300 feet of the external boundaries of the property(s). Provide a list of Assessor’s parcel number, name and address of each landowner.
4. A legal description of the property(s) stamped and signed by a licensed surveyor or title company.
5. Vicinity Map showing the area(s) to be annexed in relation to the existing District boundaries.
6. Provide a general description and / or provide a detailed map for each of the following:
 - a) Proposed water usage and infrastructure;
 - b) Proposed sewer usage and infrastructure;
 - c) Proposed streets, sidewalks, curbs, gutters and drainage ditches;
 - d) Any proposed open or park space.
7. Check payable to IHGID in the amount of \$710.00 for annexation fees.
8. **Please Note:** Payment for Annexation fees and the “Request for Annexation” Form will not be accepted until *all* of the required items have been submitted.

Annexation Fee Schedule

Administrative Fees	
Advertisement (local newspapers-public hearing notice)	\$125
Public Hearing Request for annexation Packet & Agenda (Reproduction, Compilation, Distribution of Documents)	\$50
Filing & Research	\$35
Engineering Fees	
Review by District’s Engineer	\$300
Revised District Boundary Map	\$200

If there are any additional District incurred engineering or administrative costs to evaluate and process the request for annexation, the District will provide an estimate to the requester(s) of those additional costs. The District requires collection of those additional charges from the requester(s) in order to proceed with the request for annexation. The District will not provide water or sewer service to the property(s) in the event of non-payment of annexation fees.

Property Owner(s) Name, Address and Phone Number:

NAME	ADDRESS	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I (We) the undersigned, do hereby request annexation of the property(s) described in this application, and to certify that we have provided accurate information as required by this form to the best of my (our) ability. I (We) the undersigned will incur all costs associated with the request for annexation, which include District administrative and engineering evaluation and processing fees.

DATED THIS _____ DAY OF _____ 20_____

STATE OF NEVADA)
) ss:
COUNTY OF _____)

On _____, before me, personally appeared _____

_____, personally known to me, or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity(ies), and that by his signature on the instrument the person(s), or entity(ies) upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

NOTARY PUBLIC