Plan Submission Requirements
- Notice of Intent for Annexation into a Municipality-

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE WASATCH COUNTY PLAN REVIEW ONLINE PORTAL:
https://www.wasatchcounty.gov/development-process-forms-applications

The Wasatch County Land Use and Development Code can be accessed online at
https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16_-_LAND_USE_AND_DEVELOPMENT_CODE

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE SUBMITTAL

Required Checklist Item	File Name
Notice of Intent	01 - Notice
Accurate map of the area that is proposed to be annexed	02 - Map
List of names and mailing addresses of property owners in the annexation area and within 300 feet of the proposed annexation.	03 - Addresses
Envelopes: o Provide unsealed o Self-adhesive/sealable o Stamped envelopes o Leave the return address blank o Addressed to each property owner of current record in the annexation area and within 300 feet of the area that is proposed to be annexed. Current mailing addresses can be obtained from the County Assessor's Office. o As well as $0.50 per letter for the office staff to attach information and provide verification that the letters have been sent	**Must be turned in to Planning Department**

1. Format: All plans shall be PDF format unless otherwise specified.
2. Accuracy: All plans shall be clear and legible. It is the responsibility of the applicant to ensure necessary information is clear and accurate including contact information for the project team. All information shall be kept current during the entire review and approval process.
3. Owner/Agent Representatives: If a person other than the property owner is applying for the land use permit or approval, a Property Owner Authorization Form is required to be submitted.
4. All Items Required: All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
5. Application Fee: All applications must be accompanied by the required application fee. Cash or check payments can be delivered to the Planning Office at any time. If payment by credit card is desired, you may contact the Planning Office to request a payment link.
6. Resubmittals: If changes to your application are necessary, you may resubmit your response through the portal. Instructions can be found by **clicking this link**. **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**

AFTER UPLOADING THE NECESSARY SUBMITTAL ITEMS, YOU MUST HIT "SUBMIT FOR REVIEW" TO SEND THE FILES TO THE COUNTY. DO NOT HIT "SUBMIT FOR REVIEW" UNTIL YOU HAVE ENSURED THAT ALL NECESSARY INFORMATION IS PROVIDED.