

CITY OF YOUNGSVILLE

ANNEXATION

SUBMITTAL PACKET

September 2019

Revised January 2020

305 IBERIA STREET, YOUNGSVILLE, LOUISIANA 70592



City of Youngsville ANNEXATION PROCESS

Property Owner requests to be annexed into City of Youngsville.
(Property must be contiguous to the existing
Corporate Limits of Youngsville)

Mayor & Council
determine whether
Annexation shall move
forward

Annexation process
does not proceed in its
currently proposed state.
(Changes may be
possible & resubmitted)

**REGISTRAR OF
VOTER
REQUIREMENTS**

**ASSESSOR
REQUIREMENTS**

RESEARCH (Surveyor)
Research done online at the Assessors
and LCG websites and/or Parish
Courthouse to obtain parcel information

Prepare Preliminary
Documents (Surveyor)*

Prepare Block Map from
LCG website

Determine number of Resident
Property Owners from database

Determine number of
Registered Voters from the
street address list

Is there public
infrastructure within
the annexation?

Obtain Letter of no
objection from owner
of infrastructure

Prepare Petitions for all
Registered Voters

Obtain
Power of
Attorney

Compile Petitions for all
Resident Property Owners

Seek Petition signatures
from Registered Voters

Are there any
corporations?

Obtain
Corporate
Resolution

Seek Petition signatures from
Resident Property Owners

Annexation process
does not proceed in its
currently proposed state.
(Changes may be
possible & resubmitted)

*** REQUIREMENT**
Did a Majority of Registered
Voters who reside in the
annexation- sign petitions?

REQUIREMENTS
*Did a Majority of Resident Property
Owners sign petition?
*Do signed petitions represent a
minimum of 25% of the assessed value
of the total area to be annexed?

Annexation process
does not proceed in its
currently proposed state.
(Changes may be
possible & resubmitted)

Certified by
Registrar's Office

Certified by
Assessor's Office

Final Document delivered to
City Attorney

Annexation is added to City Council
agenda as an introductory Ordinance

Annexation is added to City Council
agenda as a Final Ordinance

After the Final Ordinance is published in
the Daily Advertiser, 30 days is necessary
before Ordinance becomes effective

A new Annexation Map, including the
City Meets and Bounds is recorded in
the Lafayette Parish Courthouse

**END OF
ANNEXATION
PROCESS**
(Typically a 4 month
process)

- *Preliminary Documents**
- Annexation Map
 - Legal Description of Annexation
 - Recorded Plats
 - Legal Descriptions of Parcels
 - Owner Information
 - Assessment Numbers
 - Preliminary Exhibit
 - Recorded Right-of-Way Maps

- ** Final Documents Submitted**
- Assessor Certificate
 - Registrar Certificate
 - Letter of No Objection
 - Power of Attorney
 - Corporate Resolution
 - Voter Petitions
 - Final Legal Descriptions
 - Final Exhibit

NOTES:

1. ANNEXATION EXHIBITS DO NOT REPRESENT AN ACTUAL BOUNDARY SURVEY. CORRESPONDING LEGAL DESCRIPTIONS ARE CREATED USING THESE EXHIBITS AND ARE NOT REPRESENTATIVE OF THE ACTUAL BOUNDARY OF THE PROPERTY.
2. THE ANNEXATION PROCESS SHOWN ABOVE IS A TYPICAL ANNEXATION PROCESS AND DOES NOT ACCOUNT FOR ALL CHANGES OR ISSUES THAT CAN TAKE PLACE DURING THE PROCESS.
3. NOT ALL PRELIMINARY AND FINAL DOCUMENTS ARE REQUIRED FOR EACH ANNEXATION.

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PREPARED BY

March, 2016

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- Approval Process Flowchart
- Annexation Submittal Checklist
- Petition for Annexation of Property
- Annexation Application Form

ANNEXATION SUBMITTAL CHECKLIST

REQUIRED ATTACHMENTS:

- APPLICATION must be completely filled out and signed by an owner (*separate letters of authorization will not be accepted*)
- PETITION (*one required from every property owner who consents to the annexation*)
- Plat of Record
- METES AND BOUNDS (LEGAL) DESCRIPTION
- IN THE CASE THAT THE OWNER IS A CORPORATE ENTITY, PROVIDE A SIGNED CORPORATE RESOLUTION INDICATING THAT THE PETITIONER HAS THE LEGAL RIGHT TO PETITION FOR ANEXATION INTO THE CITY OF YOUNGSVILLE ON BEHALF OF THE CORPORATE ENTITY

FEE:

- \$500 – annexation of 25 acres or less
- \$1,000 – annexation of more than 25 acres

**PETITION FOR ANNEXATION OF PROPERTY
CITY OF YOUNGVILLE
LOUISIANA**

The undersigned hereby petitions the Mayor and Council to extend the boundaries of the City of Youngsville to include therein the property as described below, to me made a part of the City of Youngsville for all purposes. (ALL OWNERS CONSENTING TO THIS ANNEXATION REQUEST MUST EACH SUBMIT A SEPARATE, SIGNED PETITION. IN THE CASE THAT THE OWNER IS A CORPORATE ENTITY, PROVIDE ADDITIONAL DOCUMENTATION INDICATING THAT THE PETITIONER HAS THE LEGAL RIGHT TO ACT IN THIS MATTER ON BEHALF OF THE CORPORATE ENTITY.)

Owner's (and/or Voter's) name printed (one per form): _____

Signature: _____

Title: Property Owner

Witness: _____

Witness: _____

Date: _____

I am registered to vote at address of property to be annexed (Y/N) _____

I am owner of property in area to be annexed (Y/N) _____

I have homestead exemption on property to be annexed (Y/N) _____

ADDITIONAL INFORMATION (complete where applicable)

Place of Voting: _____ Precinct Number: _____

Race: _____ Phone Number: _____

Street Address of Property: _____

Acreage to be Annexed: _____ Parish Tax Assessment Number: _____

Subdivision Name: _____ Number of Persons Living on Property: _____

Number Houses, Trailers, etc. on Property: ____ Business(es) on Property: _____

Legal Description (i.e., Lot No. etc.): (see below or attached)

ANNEXATION APPLICATION FORM

PROPERTY INFORMATION:

General Location or Address: _____

Existing Survey Name and Abstract No.: _____

Existing Lot(s) and Block(s): _____

Existing Addition Name: _____

Total Acreage: _____

APPLICANT INFORMATION:

Applicant Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

PROPERTY OWNER INFORMATION:

Property Owner Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

I hereby certify that I am an owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that the City of Youngsville is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a Public Information Request.

Owner Signature: _____ Date: _____