



Annexation Petition

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah 84401
(801) 629-8930

Please print legibly and complete all areas:

Sponsor(s) Information

Name:

Address:

City:

State:

Zip:

Email:

Phone:

Property Information

Address or location:

Number of acres:

Current use:

Intended use:

Requested zone:

Required items to submit with this application:

- Receipt from Weber County** showing payment for county plat review
- An accurate and recordable map/plat** prepared by a licensed surveyor (provide electronic copy - the original mylar and three (3) counterparts to be provided upon approval)
- Legal description** of the property to be annexed
- Petition to Annex** signed by a majority of private property owners that also is equal in value to at least 1/3 of the value of all private real property within the area proposed for annexation
- A copy of the notice of intent to annex** previously filed with the City Recorder
- A copy of the notice sent to affected entities** with the mailing list
- \$2,812.05 Fee**

Petition number: _____
Filed in the office of the City Recorder
By _____
Date _____
Fee _____ Check# _____

NOTICE OF INTENT

To file a petition for annexation to Ogden City, Utah

I/we, the undersigned, do hereby declare my/our intent to file a petition for annexation to Ogden City, Utah.

I/we certify I/we am/are the owner(s) of real property lying outside the corporate limits of Ogden City, Utah, but contiguous thereto and designated as part of the Ogden City Annexation Policy Plan

The property(ies) proposed to be annexed is (are) identified below and a map outlining said property(ies) is attached hereto.

Parcel Number	Property Owner(s)

Signature: _____ Date: _____

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Petition to Annex Property to Ogden City

To the Honorable Council of Ogden City:

We, the undersigned real property owners, respectfully petition that the following described lands and territory in Weber County, Utah, be annexed into Ogden City:

Parcel Number	Property Owner(s)	Signature	Date	Phone Number	Mailing Address

Notice: There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election. If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder or clerk of Ogden City. If you choose to withdraw your signature, you shall do so no later than 30 days after Ogden City receives notice that the petition has been certified.

Applying to Annex into Ogden City



September 2025

Annexation is the legal process by which a city extends its boundaries to include adjacent land or territory that was previously outside its jurisdiction. This typically happens when property owners in an unincorporated area petition the City to become part of it. Once annexed, the land becomes subject to the City's laws, regulations, and services, such as zoning, utilities, public safety, and road maintenance.

Below is a summary of the steps needed to petition to annex property to Ogden City. There may be additional steps based on the particulars of your property.

Start with a quick pre-application check

Contact the Ogden Planning Division 801-629-8922 or planning@ogdencity.com. Make sure the area is contiguous to Ogden and lies in (or is consistent with) the City's Annexation Policy Plan. Ask about whether utilities are available to serve the area and what plans the city may have for future zoning.

Attend a Concept Review Team Meeting

Contact the Ogden Planning Division at schedule a meeting with our Concept Review Team. We can walk you through the annexation process and give you feedback on the petition.

Contact a surveyor and have them prepare an annexation plat

Have a licensed surveyor prepare a recordable annexation plat and legal description meeting state standards. You are responsible for this cost. The surveyor will submit the plat to the Weber County surveyor to review and approve. Weber County charges an annexation plat review. Keep the County's receipt/certified copies—they're needed later for the Lt. Governor filing.

File a “Notice of Intent to File an Annexation Petition” with the City Recorder’s Office

Before you can circulate a petition, Utah law requires you to file a notice of intent with the Ogden City Recorder and send a copy to each affected entity. You will need to provide an a copy of the approved annexation plat.

Mail the notice of intent to annex to affected entities

You will mail a copy of the notice to affected entities, such as the county, nearby cities, and districts. City staff can help you identify these entities.

File a request to Weber County Clerk to mail notice of the annexation petition

Contact the Weber County Clerk and ask them to mail notice of your annexation petition. You will need to pay the estimated mailing costs

Weber County mails notice to all owners inside the proposed area and within 300 ft of it (within 20 days of your request/payment). The County also gives the City a certificate that the mailing happened.

Prepare your annexation petition

Use Ogden's Annexation Petition form (current fee noted on the form).

Complete the sponsor/contact sections and attach the required exhibits (survey map/plat + legal description).

Get signatures from owners of a majority of the private land area in the annexation and owners representing at least one-third (1/3) of the value of all private property in the area. Designate up to five "sponsors" (name a contact sponsor).

Special cases: 100% signatures are required in certain protected areas (e.g., rural real property; migratory bird production areas) and for all-publicly-owned areas.

File the annexation petition with the Ogden City Recorder

Submit the signed petition, fee, the annexation plat & legal, and proof of required notices to the Ogden City Recorder's office (2nd Floor in the Ogden Municipal Building).

City processing

Once you have completed these steps, Ogden City will do the following:

1. **Planning Commission recommendation.** The Ogden Planning Commission will hold a meeting, consider the application, and make a recommendation.
2. **City Council decision to accept petition for further consideration.** After the Planning Commission's recommendation reaches the Recorder, the filing is deemed complete and goes to the City Council, which either denies or accepts for further consideration (silence for 14 days = acceptance).

3. **City Recorder decision whether petition meets legal requirement.** If accepted, the Recorder has 30 days to determine if the petition meets state law and then certifies it (or rejects it with reasons).
4. **City Recorder provides written notification.** Once certified, the City gives notice of certification under Utah Code §10-2-406. A 30-day protest period opens for eligible parties (affected entities, rural owners, etc.).
5. **City Council hearing.** If no protest is filed, the Council must hold a public hearing (publish as a Class B notice for at least 7 days) before acting on the petition. If a protest is filed, the Council pauses until the Boundary Commission decision.
6. **City Council decision.** The Council may approve by ordinance, typically assigning initial zoning consistent with the General Plan, based on Planning Commission recommendation.
7. **Finalize with the Lt. Governor and County Recorder:** Within 60 days after approval, the City must file the annexation with the Utah Lt. Governor. After the Lt. Governor issues the certificate of annexation, Ogden records the documents with the Weber County Recorder and notifies affected entities. The annexation is effective on the certificate date.

