

## **INSTRUCTIONS FOR PETITIONING ANNEXATION GALLATIN GATEWAY COUNTY WATER & SEWER DISTRICT**

In order to assist with expedient processing of a petition for annexation, it is important to complete all of the information requested in the Petition for Annexation form.

1. The name of the applicant should submit the correct legal name. If the applicant is a corporate entity, the correct legal name and designation (LLC or Inc., etc.) must be utilized.

The legal description of the property to be annexed should be a complete description in a fashion that is able to be recorded in the office of the Gallatin County Clerk and Recorder. One way to obtain the legal description is to visit [cadastral.mt.gov](http://cadastral.mt.gov), select the map option, zoom until you find your property, then click the “Identify” button and select your property. Copy the GEOCODE and Legal Description from the resulting pop-up window.

2. To petition for annexation into the District, Montana law requires that the either:

A. 100% of the owners of the real property petitioning must sign the petition; or

B. At least 10% of the registered voters residing within the land petitioning for annexation must sign the petition.

3. The District favors all properties receiving both water and sewer service from the District if and when the District is able to provide both services. In the event the property is not seeking both water and sewer service, the petition may include an additional sheet of information that informs the District about the reason(s) that the property is seeking less than water and sewer services.

4. The petition must state if the real property petitioning annexation is contiguous or non-contiguous to the existing District boundary. Please note that if the property petitioning annexation is contiguous to the current District boundary and if the District determines that the District has a water facility and/or a sewer facility with a capacity greater than required to meet the needs of the current District, the Board of Directors of the District may proceed to annex the petitioning land without conducting an election on the petition for expansion of the District. However, it is fully within the Board’s discretion to conduct an election on the petitioning land, even when the petitioning land is contiguous to the current District. Further, if the petitioning land is non-contiguous, the Board is required to conduct an election on the question of whether or not to annex the petitioning land.

5. The District has additional policies regarding annexation.