

Annexation / De-Annexation Instructions:

Pre-Approval Process:

To be considered for Annexation or De-Annexation from the Syringa Heights Water District please provide the following information:

1. A letter from the legal owner requesting Annexation / De-Annexation from the District. Please include contact information (email, mail, and phone).
2. A map of the parcel location with respect to surrounding roads and land features.
3. Current parcel information from Bonner County including:
 - Parcel number
 - Legal owner
 - Parcel acreage
 - Physical address

At the next available regular District meeting the application will be considered and a letter drafted to the applicant.

Formal Application for Annexation / De-Annexation:

If approved for Annexation / De-Annexation by the board please provide the following additional information:

1. Legal description:
 - Accurately close to 1:5000
 - Distances and Directions
 - Reference to Public Land Survey
 - System (PLSS) subdivisions
 - Lot and Block of Subdivision
2. Map:
 - Must match legal description
 - Label Distances and Directions
 - Reference PLSS
 - Lot and Block descriptions must include copy of recorded subdivision plat
3. Fee in the amount of \$500 to process the application. All other costs including actual advertising, filing, and survey review fees shall also be the responsibility of the applicant.

* Legal Description and Map must be drafted and stamped by a Idaho licensed Professional Land Surveyor (PLS).

Once the information above has been verified by the District surveyor the District will draft an Ordinance, and advertise it as required by Idaho Code, prior to the hearing date. If approved, within 30 days thereafter the District will file the boundary revision with the County Assessor, County Recorder, and the State Tax Commission.

The above guidance is based on Idaho Statutes 42-3218, 42-3219, 42-3219A, 42-3219B, and IDAPA 35.01.03.225. In all cases Idaho Statutes and Idaho Code shall be followed.