

### **How do I get my property Annexed into the Fire District?**

This is a question asked more and more these days so below is a guide to assist you through the process. All annexations must be in accordance with Title 13, Chapter 14, of the Idaho Code and specifically Section 31-1411.

Annexation is a multi step process. The applicant must first determine if the proposed property is eligible for annexation. If the property is eligible for annexation, the applicant must fill out the "Proposal for Annexation" form and have it brought before the Northside Fire District Board of Commissioners. There are no fees for filing a proposal for annexation. If the proposal is approved by the Board of Commissioners, the next step is to file a "Petition for Annexation". All required annexation fees and documentation must be submitted at this time.

The petition for annexation is then advertised for public hearing and brought before the Board of Commissioners for approval. Annexations are legal actions and subject to open meeting laws and a public hearing process. Once approved by the Board, the property is considered protected. However, the annexation agreement must also be approved by both the Bonner County Commissioners and the State of Idaho Tax Commission.

Once the property has been annexed, year-round access via a (4) four seasons roadway shall be in place and maintained. The property must remain accessible to the fire district and our emergency response equipment at all times of the year. If the property is gated, a Knox Box and key must be provided by the property owner.

#### **1. Are you a candidate for Annexation?**

To be annexed into the Fire District your property must meet criteria defined by the state Attorney General's Office. Your property must meet one of the following:

- a. Proposed property is contiguous to an existing Northside Fire District boundary, or
- c. A group of property owners that is contiguous to Northside Fire District boundaries with more than (1) parcel may also petition for annexation if they have at least 75% or more signed petitioners can also qualify.

#### **Can my annexation proposal be denied?**

The Northside Fire District Board of Commissioners may deny a proposal for annexation if the listed criteria are not met. If the Board feels the property cannot be protected due to access or distance from NSFD, or if the annexation of the property would cause an undue burden to the tax payers of the district.

#### **What documentation is required for annexation?**

All applicable forms can be found on this web site.

#### **Step 1) Proposal for Fire Protection Services**

This form is the starting point in the annexation process. It has basic information and is presented to the NSFD Board of Commissioners for approval. It is meant to save time and money and ensure that the above criteria have been met.

#### **Step 2) Petition for annexation into Northside Fire District**

This is the legal request for annexation. It must be notarized and signed by the commission once approved. This form must be accompanied by the following required information and documentation:

1. A map of the property
2. Payment of all required fees
3. A legal property description
4. The physical address of the property
5. The mailing address for the property owners.

Any questions regarding annexations may be directed to our Administration Office at:

*Northside Fire District Phone: (208) 265-4114*

*E-mail: nsfd20@frontier.com*