

PUBLIC HOW TO REQUEST

ANNEXATION INTO A FIRE DISTRICT

1. Person/petitioner completes the application/petition and submits it to BCC AA
2. BCC AA sends a copy to the Clerk & Recorder to verify signatures & location
 - a. IF OK, C&R send BCC AA a letter stating all is fine to move the process forward
 - i. If not ok, BCC AA will need to work with petitioner to obtain correct/additional information to meet C&R needs
3. Once Application is OK per C&R
 - a. BCC AA contacts the Fire Department of the requested district
 - b. Fire Department gets a copy of the completed application/petition
 - c. Fire Department needs to take action at a Fire Meeting and Sign OFF on the petition.
 - d. Once 'c' is completed (above), Fire Department sends BCC AA a signed off copy.

BCC AA then:

4. Schedules a PUBLIC HEARING with the Commissioners.
5. Runs the legal ads (2)
6. Prepares Resolution

Upon BCC Action at Public Hearing:

7. Record with C&R:
 - a. Resolution
 - b. Legal Ad
 - c. Application
 - d. Draft BCC meeting minutes

Upon recording being completed:

8. Send copy of recorded Resolution to petitioner(s).

Once BCC AA received legal ad bill:

9. Send BILL \$ to the petitioner to pay
 - a. Keep copy in file
10. ALL DONE – file in file cabinet