



CITY OF BELLE FOURCHE ENGINEERING DEPARTMENT

511 6th Avenue
Belle Fourche, SD 57717
Phone: 605-892-3006
Office Hours:
7:00 am – 4:00 PM
Monday - Friday
www.bellefourche.org

Annexation

Annexation is the process of legally transferring a plat of land into city limits. All annexed properties are designated an addition, zoning district, precinct, and ward. Addition names and city zoning districts can be negotiated between the City Engineers and the owners of the property.

Advertisements and Signs:

Annexations are not required to be advertised in the newspaper and do not require an issued sign from the Engineering Department.

Costs:

There is no cost for annexations.

Annexation Process:

1. The owner(s) of a Butte County property within the 3-mile jurisdiction schedules an appointment with the City Engineers to discuss and request the annexation.
2. After discussion, the City Engineers will either encourage or discourage the annexation. If they encourage it, they believe the annexation is reasonable and fits within the requirements so that when they propose it to the Planning & Zoning Commission, the annexation will pass and thus be proposed to the City Council for a final vote. If they discourage it, they believe the annexation is in some way unreasonable and does not fit within the requirements so that when they propose it to the Planning & Zoning Commission, the annexation will not pass. If they do not encourage it, the City Engineers will explain either what changes would need to be made to the request, or why they believe it cannot be done at all.
3. If the engineers encourage the annexation, the Engineering Department will draft a Petition of Annexation (see template below). The owners of the property must provide a complete legal description of the property. If the owners of the property know the parcel number for their property, they are encouraged to provide that as well. Once the Petition is drafted, all legal owners of the property must sign in the designated areas and have their signatures notarized by a Public Notary before the annexation can be put on the Planning & Zoning agenda. (The Engineering Administrative Assistant is a Public Notary - please see the office hours for availability.)
4. Once the Petition is drafted, signed, and notarized, the annexation will be put on the next available Planning & Zoning agenda. (Please check the "Submission Dates for Planning & Zoning" for agenda deadlines.) The Engineering Department will draft an annexation map to accompany the Petition for future filing and recording. The Engineering Department will provide the owner(s) dates and times of the Planning & Zoning meeting and the corresponding City Council meeting for their annexation

request. Owners are not required to attend either meeting, but are encouraged to attend in case of any questions or requests of clarification.

5. Once the annexation passes through both Planning & Zoning and City Council, the annexation map and petition will be filed and recorded at the Butte County Register of Deeds office and the property will be legally annexed into the city twenty (20) days after the publication of the city council minutes.