



## Voluntary Annexation Procedures

The voluntary annexation of land into the City of Joplin requires procedures established by the Missouri State Statutes. This section of the law is attached for your use. To further assist in the procedures, the following checklist is provided.

1. The property to be annexed must be compact and contiguous to the existing boundaries of the City of Joplin. This must be determined to ensure that there are no unincorporated areas between the area to be annexed and the City of Joplin.
2. If the requested annexation area consists of single or multiple tracts of land a Petition requesting the annexation must be signed by all the owners of all fee interests of record in all tracts of real property to be annexed. This means that both a husband and wife must sign, however, a mortgage holder such as a bank does not need to sign. Please note that all signatures must be notarized. A form is included in this packet for your use.
3. The petition must be filed with the office of the City Attorney for verification. Attached to the petition must be a legal description describing the boundary of the property requested for annexation.
4. The petition will be referred to the Planning and Zoning Commission and City Council for Public Hearing. This will determine the ability of the City to provide services within a reasonable amount of time and whether the land is reasonable and necessary for the development of the City.
5. If there are no written objections filed within fourteen (14) days by two (2) qualified voters in the area or by at least two percent (2%) of the qualified voters of the City, then, the City may complete the annexation by the adoption of an ordinance.
6. Upon completion of the above process, the City will file notice of the annexation with the County Clerk's Office in the county in which the annexed property lies.

**Note:** If you have any questions, you may call the Planning Division at 417-624-0820, ext. 1511, or email [Zoning-Planning@JoplinMO.org](mailto:Zoning-Planning@JoplinMO.org) for assistance.





# Voluntary Annexation Application

Corporation

**Return Form to:**

Planner  
Joplin City Hall  
602 S. Main Street  
Joplin, Missouri 64801  
417-624-0820 Ext. 1511  
Zoning-Planning@JoplinMO.org

**Office Use Only**

Case No.: \_\_\_\_\_  
Filing Fee: \$0.00  
Received: \_\_\_\_\_  
Proj. No.: \_\_\_\_\_

Please complete the following information as it pertains to the requested voluntary annexation property. If you own more than one parcel in which you are requesting annexation, you will need to complete this form for each parcel of property.

Owner Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Annexation Property Location: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

**Residential Information** (if no present or future residences, you may skip this section.)

Number of presently occupied or occupiable:

Single-family residences: \_\_\_\_\_

Duplex residences: \_\_\_\_\_

Triplex residences: \_\_\_\_\_

Apartment house residences: \_\_\_\_\_

Apartment complex units: \_\_\_\_\_

Number of future occupiable:

Single-family residences: \_\_\_\_\_

Duplex residences: \_\_\_\_\_

Triplex residences: \_\_\_\_\_

Apartment house residences: \_\_\_\_\_

Apartment complex units: \_\_\_\_\_

Name of water provider, or list 'well': \_\_\_\_\_

Name of sewer provider, or list 'septic': \_\_\_\_\_

**Commercial Information** (if no present commercial use, you may skip this section.)

Business #1

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Missouri Sales Tax ID No. \_\_\_\_\_

Liquor Sales:            Yes                            No

Business #2

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Missouri Sales Tax ID No. \_\_\_\_\_

Liquor Sales:            Yes                            No

# REQUIRED VOLUNTARY ANNEXATION INFORMATION



FINANCE DEPARTMENT

**\*\*\*\*\*THIS FORM MUST BE SUBMITTED WITH YOUR VOLUNTARY ANNEXATION PETITION\*\*\*\*\***

Please complete the following information as it pertains to the requested voluntary annexation property. If you own more than one parcel in which you are requesting annexation you will need to complete this form for each parcel of property.

Property Owner Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

- 1. Is the annexation the result of an out-of-town sewer agreement? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 2. Is this property residential property? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 3. Are there any businesses located on this property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many businesses are located on this property? \_\_\_\_\_

Please list the following information for each business located on the property:

**Business #1:** Business Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Name of Owner or Manager: \_\_\_\_\_

Business Contact Phone Number: \_\_\_\_\_

Is the Property Leased to the Business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of Business (example: insurance, repair shop, etc.) \_\_\_\_\_

Does the business sell retail items? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what is their Missouri Sales Tax ID Number? \_\_\_\_\_

Does the business sell liquor? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Business #2:** Business Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Name of Owner or Manager: \_\_\_\_\_

Business Contact Phone Number: \_\_\_\_\_

Is the Property Leased to the Business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of Business (example: insurance, repair shop, etc.) \_\_\_\_\_

Does the business sell retail items? \_\_\_\_\_ Yes \_\_\_\_\_ No



Are there residential living units on the property that are occupied or capable of being occupied? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If Yes**, how many

Single-family house(s) \_\_\_\_\_ Amount

Duplex(s) \_\_\_\_\_ Amount

Tri-plex(s) \_\_\_\_\_ Amount

Apartment House(s) \_\_\_\_\_ Amount

Apartment Complex(s) \_\_\_\_\_ Amount

Do you plan to build residential living units on the property \_\_\_\_\_ Yes \_\_\_\_\_ No

**If Yes**, how many

Single-family house(s) \_\_\_\_\_ Amount

Duplex(s) \_\_\_\_\_ Amount

Tri-plex(s) \_\_\_\_\_ Amount

Apartment House(s) \_\_\_\_\_ Amount

Apartment Complex(s) \_\_\_\_\_ Amount

Are (or Will) the living unit(s) be on a well \_\_\_\_\_ Yes \_\_\_\_\_ No

**If NO**, please furnish the name of the water company \_\_\_\_\_

Are (or Will) the living unit(s) have a septic system? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If NO**, please furnish the name of the municipal sewer system \_\_\_\_\_