



PETITION FOR ANNEXATION INFORMATION SHEET

Owners of property contiguous or adjacent to the city limits may request by petition that such property be annexed into the city limits of the City. This can be desirable for many reasons, the most common of which include gaining access to city utilities (water, sewer, electric) or preparing the property for future development or subdivision.

If you are an owner of property adjacent to the city limits and would like your property to be annexed into the City, you must complete the attached petition and file it with the City. If you are an owner of property nearby, but not adjacent to, the city limits, you must solicit annexation to any property owners between your property and the city limits and include those properties in the petition. All record owners of the properties to be annexed must sign the petition.

- Return completed petition to: City Clerk's Office, 243 E. 13th St., Crete, NE 68333
- Each portion of the petition must be completed and all record owners must sign OR the petition will be returned as **INCOMPLETE** which will delay the request for annexation.
- Petitions are available on the City's website at www.crete.ne.gov.

STEPS FOR COMPLETING A PETITION:

- ☐ Visit saline.gworks.com or cityofcrete.gworks.com and search by owner name to find the property legal descriptions and PIDs of the properties to be annexed.

Example:

The screenshot shows a web-based GIS application for the City of Crete, Nebraska. The interface includes a map on the left with a red rectangle highlighting a specific parcel. On the right, there is a search bar with "CITY OF CRETE" entered, and a "Results" panel. The "Results" panel shows a table of search results for parcels and sections. The "Parcels (1)" table has one entry with PID 760147682, owned by the City of Crete, located at 243 East 13th Street. The "Sections (1)" table shows section 7, range 4E, and township 3N. The interface also includes a "Layers" panel on the left and a "Log In" button in the top right corner.

▲ PID	OwnerName	PropertyAddress	OwnerAddress	LegalDesc
760147682	CITY OF CRETE	BIG BLUE PRCT	243 EAST 13TH STREET CRETE, NE 68333-	BIG BLUE PRCT PT NE 1/4 NW 1/4 SEC. 3-7-4 4.73 ACRES

▲ T	R	SEC
7	4E	3

- ☐ **Property Legal Description** – List the legal descriptions from gWorks for each property to be annexed.
- ☐ **PID** – Insert the corresponding PID for the properties in the column next to the property's legal description and in the column next to the signatures.
- ☐ **Signature** – All record owners of the properties to be annexed must sign the petition on a separate line. If the record owner is a business, please contact the City to determine who needs to sign on behalf of the business.
- ☐ **Owner Name** – Each record owner needs to be listed on a separate line. For example, a petition to annex a parcel owned by a married couple will require two lines, one for each spouse.
- ☐ **Contact Address** – The mailing address or PO Box for each record owner.
- ☐ **Certification of Signatures** – Petitioner is the individual seeking to have the properties annexed into the city limits and is responsible for collecting signatures from all of the property owners. Petitioner must sign the Certification in front of a Notary Public.
- ☐ **Notary** – This section is to be completed by a Notary Public when Petitioner signs the Certification.

Questions? Contact the City at (402) 826-4312 for more information

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Pursuant to Neb. Rev. Stat. § 16-117(7), the undersigned property owners hereby petition the City Council of the City of Crete, Nebraska to annex the following described real property into the corporate limits of the City of Crete:

[illegible][illegible]

CERTIFICATION OF SIGNATURES

By signing below, Petitioner hereby certifies that (i) each of the signatures listed above were personally obtained by them from the record owners of the properties to be annexed, (ii) the property owners, individually and collectively, have the authority to and do petition to have the properties listed above annexed into the City of Crete, Nebraska, and (iii) the property owners signed knowingly, voluntarily, and intelligently.

Petitioner

STATE OF NEBRASKA)
) ss.
COUNTY OF SALINE)

I hereby certify that the foregoing petition and certification was acknowledged and executed before me by the Petitioner on the _____ day of _____, 20____.

Notary Public