



CITY OF POLSON

Office of the City Manager
106 1st Street E. | Polson, MT 59860
T: 406-883-8207 | F: 406-883-8238
E: citymanager@cityofpolson.com
W: www.cityofpolson.com

ADMINISTRATIVE POLICY NO. 2021 – 03: Annexation Guidance

The City of Polson will process all requests for annexation, whether citizen or self-initiated, according to the Montana Code Annotated and Polson Municipal Code. In doing so, *this* Administration will be guided by several principles, recognizing that each annexation presents unique circumstances which must be considered:

- The city should only provide water/sewer services to properties annexed within the city limits; accepting that, historically, this has not always been the case.
- As practically possible, property petitioning for annexation should be required, as a condition of annexation, to upgrade all infrastructure to city standards. Where this is not possible due to special circumstances (not just inconvenience or cost), any permitted non-standard infrastructure should be detailed in a written 'annexation agreement', and accompanying City Commission resolution, that clearly outline future maintenance, repair, and replacement responsibilities; signed by all property owners -- accepted/approved by the City Commission -- recorded with County Clerk.
- All citizen-initiated requests for annexation should submit a signed 'Waiver of Special Improvement District' for all affected properties.
- Only in unusual circumstances will the Administration recommend a de-annexation of property to the City Commission.
- Annexation of 'wholly surrounded' county areas, within the city limits, is a priority for the Administration.

Dated this 24th Day of September, 2021

Edwin R. Meece, City Manager