



## PROCEDURES Annexation

### Initial Contact

A property owner or property owners desiring to discuss the annexation of property into the Town of Bel Air should be encouraged to meet and discuss the annexation with the Director of Planning and the Director of Public Works to insure that the annexation is feasible and in basic compliance with State and Town laws and policies. For large annexation requests or requests which could have a potentially significant financial impact on the Town, the Town Administrator should be included in the initial discussions.

### Procedures

If the annexation of a requested parcel of land into the Town appears to be feasible after discussion with appropriate Town officials, the property owner or owners should be instructed to prepare a letter to the Board of Town Commissioners requesting annexation into the Town. The letter should be accompanied by an Annexation Justification statement, the deed to the property in question, a plat and metes and bounds description of the property and the appropriate fee as established by the Town Code.

When the aforementioned documentation requesting annexation is received by the Town, it will be placed on the Town Board Meeting Agenda to be considered formally by the Board of Town Commissioners. If the Board decides to receive the petition for annexation, it will request that the Town Counsel examine the petition for sufficiency. If sufficient, an Annexation Resolution specifying the metes and bounds description and conditions of Annexation will be prepared for Town Board receipt and consideration.

The Department of Public Works will review the metes and bounds description to assure that the boundaries close with the current municipal boundaries. The Planning Commission will review the request to determine whether the annexation is consistent with the Town's Comprehensive Plan and whether the requested zoning designation is appropriate. The Planning Commission determination will be submitted to the Town Board as part of its deliberation process. An Annexation Plan, consistent with state requirements, will be formally submitted to the Town Board and forwarded to the County, MD Department of Planning and the Baltimore Metropolitan Council for review and comment. In accordance with Article 23A, Section 19, of the MD Annotated Code, these agencies must be given 30 days to review and comment on the annexation request. Simultaneously, the Town must place a public notice in a paper of general circulation describing the property, the conditions of annexation and the date for a public hearing on the proposed annexation. The public notice must be placed in a local newspaper of general circulation for four (4) consecutive weeks, if the property is greater than 25 acres and two (2) consecutive weeks if less than 25 acres. The public hearing must be held within fifteen (15) days of the date of the last newspaper notice.

A Staff Report will then be prepared for the Board of Town Commissioners incorporating all review agency comments, a fiscal analysis and staff analysis.

3. Public Hearing

After the requisite advertising and public hearing and approval of the proposed annexation, the Town Clerk will prepare and process necessary public notices per State requirements and submit all information required by Article 23A, Section 9 and Section 19(p) to the State Department of Legislative Reference. The Planning Director will notify Maryland Department of Planning in order to comply with the Smart Growth Act requirements related to annexation, and to certify Priority Funding status. The Planning Department also notifies the Harford County Clerk of the Court, the Maryland State Tax Assessment office and the Bureau of the census, noting the boundary changes resulting from the annexation. If approved, the annexation becomes effective fifty (50) days from the date of approval.

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