

What is an Annexation?

Annexation is the process of adding territory to existing City limits, and it is typically the first step taken to develop a piece of property in the City of Owasso. Only property that is within the City of Owasso's fenceline can be annexed into Owasso City limits. The City of Owasso's fenceline extends approximately from N Memorial Rd to N 241st E Ave (west to east) and E 66th St N to E 126th St N (south to north). Property that is within the Owasso fenceline that has not been annexed into Owasso City limits is still under the jurisdiction of the County that the property is located in (either Tulsa or Rogers County). For more information on what properties have or have not been annexed into Owasso City limits, please refer to [this GIS mapping tool](#).

Annexation brings a piece of property into the City's corporate limits, thereby giving the property access to municipal services such as police protection, refuse collection, water, and sanitary sewer. Residents of the property also become eligible to participate in Owasso municipal elections.

In order for an annexation to become legally valid, it must be approved by the [Owasso City Council](#). All annexation cases are evaluated by City staff, the Owasso Technical Advisory Committee (TAC), the [Owasso Planning Commission](#), and City Council using the [Owasso Zoning Code](#) and the [GrOwasso 2030 Land Use Master Plan](#). Annexation cases are also reviewed for their compliance with [Owasso Subdivision Regulations](#) and [Engineering Criteria](#) and the availability of utilities in the area. A flowchart outlining the annexation process can be found [here](#).

According to Oklahoma State Statute, when property is annexed into Owasso City Limits, it must be zoned as AG (Agriculture) or with a zoning that corresponds to its existing zoning under County jurisdiction. If the applicant wishes to change the zoning of the property to a zoning category that is in alliance with the Owasso Zoning Code and the GrOwasso 2030 Land Use Master Plan, the applicant can submit a rezoning application to be processed concurrently with their annexation application.

Steps in the Annexation Process:

1. Pre-application meeting with City staff

- This meeting provides an opportunity for staff and an applicant and/or their representative to review the application requirements and to discuss the annexation process.

2. Application and radius report submittal

- The application must be completed in its entirety and submitted with all required items to the Community Development Department. **All** property owners are required to sign the application. The annexation application can be found [here](#).
- Applicants are also required to submit a radius report with their application. A radius report is a map that indicates all properties within 300' of the subject property. A radius report is required by Oklahoma State Statute, as staff must notify all property owners who could potentially be affected by the annexation. Radius reports must include the name and address for all property owners within the 300' radius and must be certified by a title company, surveyor, or attorney.
- All annexation application materials must be submitted in paper (to City Hall) and electronic form (to planning@cityofowasso.com).

3. Application reviewed and public hearings scheduled

- Community Development staff will review the application and set the annexation request to appear on the agenda for the next regularly scheduled meetings of the Technical Advisory Committee, the Planning Commission, and the City Council.



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4. Legal notification process

- The Planning Division staff will notify the public of the annexation application as legally required by Oklahoma State Statute. A notice will appear in the Owasso Reporter or a paper of local distribution at least 14 days before the application is presented to the Planning Commission or City Council. Also, mailings will be sent to all property owners included in the radius report supplied by the applicant.

5. Staff report prepared

- A staff report, also referred to as a memo, will be prepared by the Planning Division staff. This report summarizes the annexation application and provides important information that the Planning Commission and the City Council will need to consider when making a recommendation or taking action on the application.

6. Technical Advisory Committee, Planning Commission, and City Council meetings

- The applicant and/or the applicant's representative must attend all meetings at which their application appears on the agenda. The general public will have the opportunity to comment on the annexation application at the Planning Commission and City Council meetings.
 - A City of Owasso calendar with meeting dates can be found [here](#).
- The annexation application will first be reviewed by the Technical Advisory Committee. At this meeting, utility providers and City staff are afforded the opportunity to comment on the technical aspects of the annexation.
- Next, the annexation application will be reviewed by the Planning Commission at their monthly meeting. After ensuring that the annexation application is in compliance with Zoning Code, the GrOwasso 2030 Land Use Master Plan, Subdivision Regulations, and Engineering criteria, the Planning Commission will forward a recommendation to the City Council.
- The City Council will have final consideration and action on the annexation application.

7. Ordinance prepared

- If the annexation application is approved by the City Council, then an ordinance is prepared by the Planning Division. This ordinance, once signed by City and County officials, will become law and the property will legally be brought into Owasso City Limits.