



Spirit Lake Fire Protection District

PO Box 116, 32182 N 6th Ave

Spirit Lake, ID 83869

Telephone: (208) 623-5800

admin@spiritlakefire.com - www.spiritlakefire.com

Annexation Information

The easiest way to determine whether you are in a Fire Protection District is to review your County tax assessment. If you do not have your assessment, you may search for your property on the Kootenai County Assessor's website: <https://id-kootenai.publicaccessnow.com/Assessor/PropertySearch.aspx>

All annexations must be in accordance with Title 31, Chapter 14, of the Idaho Code, specifically Section 31-1411. To be annexed into the Spirit Lake Fire Protection District, your property must meet one of the following criteria:

- a. Proposed property is contiguous and adjoining the boundaries of the Spirit Lake Fire Protection District; or
- b. Territory that is not contained in the Spirit Lake Fire Protection District, and is not immediately adjoining the boundaries of the Spirit Lake Fire Protection District, may be annexed into the district provided the territory consists of not less than forty (40) contiguous acres*; **AND**

At least seventy-five percent (75%) or more of the owners or contract purchasers of the land sought to be annexed shall petition the Spirit Lake Fire Protection District Board of Commissioners and request annexation of the territory particularly described in said petition.

**Property owners with fewer than 40 acres may join with other contiguous property owners to create a group annexation that meets the 40-acre minimum.*

Steps for Annexation into Spirit Lake Fire Protection District

Annexations are legal actions and subject to open meeting laws and a public hearing process. If an annexation is approved by the Board of Commissioners for Spirit Lake Fire Protection District, the property is considered protected. However, the annexation must also be approved by the Kootenai County Board of Commissioners and the State of Idaho.

1. Complete the "Petition for Annexation Request" packet and submit it to Spirit Lake Fire Protection District staff. All owners of the property must sign the request. **All those persons signing the petition must do so before a Notary Public** (Spirit Lake Fire Protection District has a Notary Public on staff, if needed). The form must be accompanied by the following required information and documentation:
 - a. A complete and precise legal description of the property, including acreage, should be included as Exhibit A to the Petition for Annexation on a 8 ½"x11" paper. The legal description must match the provided map.
 - b. A map of the property should be included as Exhibit A to the Petition for Annexation on a 8 ½"x11" paper. The map should meet minimum drafting standards to include:
 - i. Map to appropriate scale
 - ii. North arrow shown
 - iii. Bearings and distances
 - iv. Identify adjoining streets



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- v. Tie to a sectionalized land corner
 - vi. Stamped by a licensed land surveyor
 - c. The physical address of the property
 - d. The mailing address of the property owners
 - e. A current Kootenai County Assessment for the property being annexed
 - f. Payment of all required fees
2. After the annexation petition is deemed complete by District staff, the proposed annexation petition will be presented to the Spirit Lake Fire Protection District Board of Commissioners at their next regularly scheduled meeting. At that meeting, the Board will review the annexation request and will establish a date for the annexation public hearing. The public hearing is usually scheduled for the Board's next regular meeting. District staff will publish the required legal notices for the public hearing.
 3. The petitioners, or a qualified representative, should attend the public hearing to answer any questions. The Board will review all public input and make a final ruling on the annexation. If the ruling is favorable, a Resolution/Order of Annexation will be signed and executed.
 4. The Spirit Lake Fire Protection District Board of Commissioners shall certify a copy of the Order of Annexation to the Kootenai County Board of Commissioners.
 5. The Kootenai County Board of Commissioners shall thereupon enter and record an Order of Annexation to include the annexed property on the tax rolls.

Once the property has been annexed, year-round access via a four-seasons roadway shall be in place and maintained. The property must remain accessible to the fire district and our emergency response equipment at all times of the year. If the property is gated, a Knox Box and key must be provided by the property owner.

Can my annexation request be denied?

The Spirit Lake Fire Protection District Board of Commissioners may deny a petition for annexation if the listed criteria are not met; the Board feels the property cannot be protected due to access or distance from Spirit Lake Fire Protection District, or if the annexation of the property would cause an undue burden on the taxpayers of the District.

Any questions regarding annexations may be directed to Spirit Lake Fire Protection District staff at: (208) 623-5800 or chief@spiritlakefire.com