



## DEPARTMENT OF PLANNING

### ANNEXATION SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner. An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Annexation is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Annexation application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Annexation.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property once annexed, and how the project meets/supports existing City policies and regulations is required.

**FEES:** \$300.00 plus \$30 for recording of Notice of Zoning Action

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.