

ANNEXATION CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

An application petition and an application fee shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquent taxes.
- Payment of all review fees (see schedule of fees).
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- A legal description (metes and bounds) of the property to be annexed on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor
- One (1) 24" x 36" (**unbound and folded to 9" x 12"**), and three (3) 8 ½" x 11" copies of an annexation exhibit (Exhibit A) containing the following information:
 - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date
 - Names, addresses, and phone numbers of owner, applicant, and surveyor
 - The legal description (metes and bounds) of the area within the annexation request shall be included on the annexation exhibit and sealed and signed by a surveyor.
 - North arrow, scale, and location/vicinity map
 - Property boundary and dimensions
 - Adjacent streets with names
 - Distance to nearest cross street
- Contact the Town Secretary for a schedule and for any additional information.

Preparer's Signature _____