

ANNEXATION REQUEST CHECKLIST



PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION.
FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN
INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

Instructions

- Use the attached list to verify the completeness of the annexation request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

The following checklists are not intended to be a definitive list of all information. Items listed in bold and marked with an " * " are required items. Submittals shall be rejected if denoted items are not included

- ☐ Title block located in the lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date *
- ☐ 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 *
- ☐ Property boundary and dimensions *
- ☐ Distance to nearest cross street
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, and location/vicinity map
- ☐ Adjacent streets with names



Preparer's Signature