

# 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

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.