

ANNEXATION PETITION 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.

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

- a. 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.
- b. A current tax certificate or statement showing there are no delinquent taxes
- c. Payment of all review fees (see schedule of fees & Electronic Payment Process)
- d. .dwg and .pdf files of all plat/plans and exhibits
- e. A legal description (metes and bounds) of the property to be annexed titled as "Exhibit A" and sealed and signed by a surveyor

The following checklists is 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.**

- An annexation exhibit (Exhibit A) containing the following information:
 - **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 ***
 - 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

Preparer's Signature _____