



<b>CASE NO.</b> _____
<b>Accepted by:</b> _____
<b>Date:</b> _____
<b>Acct # 101-5400-00-4458</b>
<b>Fees:</b> _____

## **ANNEXATION APPLICATION (PRE-APPLICATION REQUIRED)**

**(incomplete applications, including checklist, will not be accepted)**

<b>PROJECT INFORMATION (Completed by Applicant)</b>			
Development/Project Name:			
Address/Location:			
Parcel Number(s):	Pre-Application Meeting Date:	Pre-Application File No:	
	Planner:		
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	County Zoning:	
Existing Land Use:	Proposed Land Use:		
<b>APPLICANT INFORMATION (Single point of contact)</b>			
Name:		Company:	
Address:			
City:		State:	Zip Code:
Phone Number:		E-mail address:	
Signature of Applicant:		Date:	
<b>PROPERTY OWNER</b>			
Name:		Company:	
Address:			
City:		State:	Zip Code:
Phone Number:		E-mail address:	
Signature of Property Owner:		Date:	

**ANNEXATION  
SUBMITTAL CHECKLIST  
PRE-APPLICATION REQUIRED**

I acknowledge that the following items are required for processing of my application with the City of Avondale Development Services Department. I understand that the application will not be accepted without the following items.

TO BE COMPLETED BY PLANNER		DELIVERABLES
YES	NO	
		Completed Annexation Application
		Applicant's and owner's original signatures on Annexation Application
		Filing Fee: \$6,000 – Pre-application (if applicable) \$_____ = \$_____
		Metes and bounds legal description with survey map prepared by Registered Engineer or Surveyor. Must include vicinity map, scale, north arrow, gross acres, and all exterior boundaries 8½"x11" piece of paper (2 copies)
		Electronic survey map exhibit in CAD format
		Title report of the property dated within the last six (6) months (2 copies)
		Boundary closure report by a Registered Engineer or Surveyor (2 copies)
		Aerial map showing subject parcels highlighted (2 copies)
		County Assessor parcel map – represents the current assigned parcel numbers with Maricopa County (2 copies)
		Parcels without frontage on a public street must submit documentation demonstrating how access is provided for the parcels in the proposed annexation. City Codes require properties to have dedicated access. A title report for the property can show recordation of all access related easements on the property (2 copies)
		Project narrative (2 copies) <ul style="list-style-type: none"> <li>_____ Letter with explanation of annexation request</li> <li>_____ Explain how request conforms with Arizona state law requirements</li> <li>_____ Description of expected future use/development of the proposed annexation area</li> <li>_____ Disclose any easements, utilities, irrigations, canals, state land property, and the like</li> <li>_____ Description of existing infrastructure: water, sewer, electricity, natural gas, phone, cable, irrigation, wells, curb, gutter, sidewalks, street lights, pavement, and the like</li> <li>_____ Identify all existing residential and non-residential structures within the proposed annexation area</li> <li>_____ Description of existing conditions: number of people residing in the proposed annexation area, construction date of existing subdivisions, number of existing dwelling units, number of vacant lots, identify commercial businesses</li> <li>_____ Information related to any Maricopa County zoning violations and legal nonconforming buildings and/or uses</li> <li>_____ Explanation of desired City services</li> <li>_____ Identify which school districts will be affected by the development</li> <li>_____ Proximity to Police and Fire stations</li> </ul>
		Each item on the checklist scanned to disk or flash drive in PDF format (1)

TO BE COMPLETED BY PLANNER	DELIVERABLES
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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**If you have any questions regarding items on this checklist, please contact your project planner.**