

# Application Submittal and Review

## Annexation

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### Completeness Review

City staff will assist in developing the annexation request and will draft the formal petition. Information required at initial submittal is listed on this checklist. An application is complete when all requested supporting documents listed herein have been submitted to and received by the City.

### Required for Annexation Requests:

a.	A simple letter addressed to the City requesting annexation that briefly describes the location of the property and the tax parcel number. The letter should be signed by the owner of the property.
b.	The letter should also specify the zoning district designation requested for the property. If no district is specified, the application will be processed as an R-14, Large Lot, Single Family Residential District, designation (§3.2.5), or other designation that complies with the Comprehensive Plan.
c.	The most recent deed for the property that reflects the name of the current owner and the legal description of the property. If the property is owned by a corporation, trust or any other entity other than a natural person, adequate documentation identifying the individual authorized to sign for the owner shall be submitted.
d.	The most recent survey or recorded plat showing the accurate location and dimensions of the property.
e.	Certificate of Zoning Compliance (for commercial/industrial annexations)
f.	Any other information that may be identified as necessary in preliminary discussions of the annexation request (§19.8).

### Compliance Review

After an Annexation request has been determined to be complete, an official annexation petition will be prepared by City staff. The petition must be signed by the owner(s). The annexation petition may be scheduled for consideration and recommendation by the Planning Commission if the requested zoning does not comply with the Comprehensive Plan. The Planning Commission recommendation, if required, will be forwarded to the City Council for final consideration and action by ordinance. If Planning Commission consideration is not required, the petition will be forwarded directly to the City Council for consideration and action by ordinance.