



CITY OF PRESCOTT

ANNEXATION CHECKLIST

ANX #: _____ Project Name: _____

Assessor's Parcel Number(s): _____

No application will be accepted unless it is complete including, but not limited to, the following:

- A meeting with a Community Development Department Planner. Date: _____
- A Pre-Application Conference (PAC) meeting with City Staff. Date: _____
- Application stating the request and the type of proposed development, the Assessor's Parcel #, application signed and dated, indicating whether the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization.
- Ten (10) copies of the plat map, including legal description. (Minimum size 24" X 36")
- Ten (10) copies of the Annexation Map. (Minimum size 24" X 36").
- One (1) 8 ½" X 11" xerographic reduction or photo reduction of the Annexation Map and Plat Map. **Electronic PDF image of Annexation Map and Plat Map is also required.**
- Narrative describing the request.
- A filing fee in the amount of:

0-249 acres	\$0
250-999 acres	\$25,000
1000-1999 acres	\$50,000
2000 + acres	\$75,000

NOTE: SUBMITTAL OF AN APPLICATION DOES NOT GUARANTEE THE ITEM WILL BE SCHEDULED FOR THE NEXT AVAILABLE PUBLIC MEETING. A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER IS REQUIRED BEFORE ANY ITEM WILL BE SCHEDULED FOR PUBLIC HEARING.

