



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 1/2" 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.



CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
 201 S. Cortez, Prescott, AZ 86301 (928) 777-1207

ANNEXATION APPLICATION

Project Name: _____

Current Assessor's Parcel Number(s) affected : _____

Township _____ **Section** _____ **Range** _____ **Current Zoning:** _____

	<i>For Staff Use Only</i>
<p>Owner Name & Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p><u>Note: If the owner is a corporation, include documents showing the signer is an authorized agent of the corporation.</u></p>	<p>Date Received: _____</p> <p>Taken In By: _____</p> <p>Assigned To: _____</p> <p>Date Application Complete: _____</p>
<p>Applicant / Agent Name & Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p>	<p>Fees & Charges: _____</p> <p>Receipt #/Date: _____</p> <p>P&Z WS Date: _____</p> <p>P&Z Vote Date: _____</p> <p>Council WS Date: _____</p> <p>Council Mtg Date: _____</p>
<p>Request For Annexation:</p> <p>General Location of Property: _____</p> <p>Total Acres: _____</p> <p>Current Zoning: _____ Proposed Zoning: _____</p>	
<p>_____</p>	<p>_____</p>
<p>Print Name</p>	<p>Signature</p>
<p>_____</p>	
<p>Date</p>	

(Office Use Only)

PLANNER TAKING IN APPLICATION

DATE TAKEN IN