



# 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	\$25,400
1000-1999 acres	\$50,800
2000 + acres	\$76,200

**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><b>Owner Name &amp; Address:</b>            _____            _____            _____</p> <p><b>Phone:</b> _____  <b>Fax:</b> _____  <b>Email:</b> _____</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><b>Applicant / Agent Name &amp; Address</b>            _____            _____            _____</p> <p><b>Phone:</b> _____  <b>Fax:</b> _____  <b>Email:</b> _____</p>	<p>Fees &amp; Charges: _____</p> <p>Receipt #/Date: _____</p> <p>P&amp;Z WS Date: _____</p> <p>P&amp;Z Vote Date: _____</p> <p>Council WS Date: _____</p> <p>Council Mtg Date: _____</p>
<p><b>Request For Annexation:</b>            General Location of Property: _____            Total Acres: _____            Current Zoning: _____ Proposed Zoning: _____</p>	
<p>_____</p>	<p>_____</p>
<b>Print Name</b>	<b>Signature</b>
_____	_____
<b>Date</b>	<b>Date</b>
_____	_____

**(Office Use Only)**

\_\_\_\_\_

**PLANNER TAKING IN APPLICATION**

\_\_\_\_\_

**DATE TAKEN IN**