



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.

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.

ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.

I. The licensing application may be in either print or electronic format.



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