



<b>CASE NO.</b> _____
<b>Accepted by:</b> _____
<b>Date:</b> _____
<b>Acct #</b> _____
<b>Fees:</b> _____
Staff Use Only

**ANNEXATION APPLICATION**  
**(Incomplete applications will not be accepted)**

<b>PROJECT INFORMATION (Completed by Applicant)</b>		
<b>Development/Project Name:</b>		
Address/Location:		
Parcel Number(s): _____ Section: _____ Township: _____ Range: _____	Pre-Application Meeting Date:	Pre-Application File No:
Planner:		
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:
<b>APPLICANT INFORMATION (Single point of contact)</b>		
Name:	Company:	
Address:		
City:	State:	Zip Code:
Phone Number:	E-mail address:	
<b>PROPERTY OWNER</b>		
Name:	Company:	
Address:		
City:	State:	Zip Code:
Phone Number:	E-mail address:	
Review times in accordance with <a href="#">SB 1598 Policy</a>		

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Development Services Department**  
 11465 W. Civic Center Drive, Avondale, AZ 85323 ♦ Phone (623) 333-4000 ♦ Fax (623) 333-0400 ♦ TDD (623) 333-0010  
[www.AvondaleAZ.gov/DevelopmentServices](http://www.AvondaleAZ.gov/DevelopmentServices)

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and [EmailDevelopmentServices@avondaleaz.gov](mailto:EmailDevelopmentServices@avondaleaz.gov). All inquiries will receive a response within five business days.

## ANNEXATION SUBMITTAL CHECKLIST & ACKNOWLEDGEMENTS

**I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list:**

- Completed application with both the applicant's and owner's original signatures.
- Fees: \$6,000
- Metes and bounds legal description with survey map prepared by Registered Engineer or Surveyor. Must include vicinity map, scale, north arrow, gross acres, and all exterior boundaries 8½"x11"
- Electronic survey map exhibit in CAD format
- Title report of the property dated within the last six (6) months
- Boundary closure report by a Registered Engineer or Surveyor
- Aerial map showing subject parcels highlighted
- County Assessor parcel map – represents the current assigned parcel numbers with Maricopa County
- Parcels without frontage on a public street must submit documentation demonstrating how access is provided for the parcels in the proposed annexation. City Codes require properties to have dedicated access. A title report for the property can show recordation of all access related easements on the property
- Project narrative. The narrative needs to address the following:
  - Letter with explanation of annexation request
  - Explain how request conforms with Arizona state law requirements
  - Description of expected future use/development of the proposed annexation area
  - Disclose any easements, utilities, irrigations, canals, state land property, and the like
  - Description of existing infrastructure: water, sewer, electricity, natural gas, phone, cable, irrigation, wells, curb, gutter, sidewalks, street lights, pavement, and the like
  - Identify all existing residential and non-residential structures within the proposed annexation area

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# Avondale

Aspiring. Achieving. Accelerating.

- Description of existing conditions: number of people residing in the proposed annexation area, construction date of existing subdivisions, number of existing dwelling units, number of vacant lots, identify commercial businesses
- Information related to any Maricopa County zoning violations and legal nonconforming buildings and/or uses
- Explanation of desired City services
- Identify which school districts will be affected by the development
- Proximity to Police and Fire stations
- Each item on the checklist is to be submitted digitally online.
- Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions regarding items on this checklist, please contact your project planner.**

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