



CASE NO. _____
Accepted by: _____
Date: _____
Acct # _____
Fees: _____
Staff Use Only

ANNEXATION APPLICATION
(Incomplete applications will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name: _____			
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: _____	
APPLICANT INFORMATION (Single point of contact)			
Name: _____		Company: _____	
Address: _____			
City: _____		State: _____	Zip Code: _____
Phone Number: _____		E-mail address: _____	
PROPERTY OWNER			
Name: _____		Company: _____	
Address: _____			
City: _____		State: _____	Zip Code: _____
Phone Number: _____		E-mail address: _____	
Review times in accordance with SB 1598 Policy			

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 •
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. All inquiries will receive a response within five business days.
Please refer to the notice located on the last page of this document.

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

Avondale

Development Services

- 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.

Development Services Department

11465 W. Civic Center Drive, Avondale, AZ 85323 ♦ Phone (623) 333-4000 ♦ Fax (623) 333-0400 ♦
www.AvonendaleAZ.gov/Developmentservices