



City of Apache Junction
Development Services Department
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Apache Junction, AZ 85119
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www.apachejunctionaz.gov



Annexation Application

City of Apache Junction
Development Services Department
<http://www.apachejunctionaz.gov/81/Development-Services>

ANNEXATION PROCEDURES

These instructions are intended to provide the applicant with an overview of the annexation application process and requirements. For more detailed or specific information, please refer to the City of Apache Junction Zoning Ordinance, see Apache Junction City Code, Volume II, Land Development Code, § 1-16-10 Annexation Process for more information.

Prior to beginning the annexation process, the prospective applicant shall schedule a pre-application meeting with planning staff to discuss their proposed project and to review the application materials and be informed about the process.

The applicant shall complete and submit an application for an annexation through the online portal at <https://www.mygovernmentonline.org/> and submit the required information for planning staff review. A completed application with plans will increase the likelihood of a more timely the public hearing process and final action.

Staff will route the annexation request to the appropriate city departments to assess the potential impact of the proposal on the city and to determine whether the city would be able to provide services to the area. City staff will also review the contiguity, size, and shape requirements required by state statutory requirements (A.R.S. § 9-471 et seq.) Upon completion of the staff review, the applicant may receive a request for more information to send to the appropriate city departments.

Once staff has completed all necessary reviews, the annexation proposal will be scheduled for a city council meeting, at which time the council will consider the proposal and make an initial determination whether to authorize staff to proceed. If authorization to proceed is not provided, then no further action on the annexation will be taken. If the city council determines that the annexation would be in the best interests of the City, staff will begin the formal annexation process in accordance with the state laws.

Either prior to the beginning of the formal annexation process or during the preliminary stages a plan, policy, or procedure needs to be developed to provide the annexed territory with appropriate levels of infrastructure and services to satisfy anticipated new development within ten years of when the annexation becomes final. The council must adopt the plan, policy, or procedure at the same time or prior to the adoption of the annexation ordinance.

Once the council has made the decision to proceed with the annexation, the annexation petitions must be prepared. These petitions are usually printed by the city. State law prescribes several requirements governing the form of petitions. First, the territory to be annexed must be accurately and completely described on the petition. This means that a description of the exterior boundaries of the area proposed to be annexed must be on the petitions. The description also must identify the entity, if any, that will be responsible for maintaining the existing rights-of-way and roadways that are within or contiguous to the exterior boundaries of the area of the proposed annexation. In addition, an accurate map of the territory to be annexed must be attached to each petition, including all county rights-of-way and roadways with no taxable value within or contiguous to the exterior boundaries of the area of the proposed annexation.

The territory to be annexed must be drawn very carefully—the area cannot be altered to reduce or increase the territory once the petition is signed. If an alteration is needed, the safest approach is to start the process over again beginning with the filing of the annexation petition and map with the county recorder.

Immediately upon determining the area to be annexed, a request should be sent to the county assessor and the Arizona Department of Revenue (“ADOR”) for a list of the real and personal property owners in the area to be annexed. These agencies are required to furnish this information within thirty days of the request. (However, some cities have found that this process takes considerably longer, and it has been recommended that sixty days be allowed.) This request must be made prior to beginning the petition process in order to meet the notice requirements outlined below.

Once the petitions are prepared, a blank petition including the map and description of the territory to be annexed must be filed with the county recorder. In addition, a sworn affidavit verifying that the territory is not subject to an earlier filing for annexation must also be submitted at this time. Notice and copies of the filing also need to be sent to the clerk of the board of supervisors and the county assessor. If state land other than state rights-of-way or land held by the state by tax deed is included in the area which is to be annexed, written approval of the state land commissioner and the state land selection board must also be filed at this time.

Before petitions may be circulated there is a thirty-day waiting period after filing the petition and map with the county recorder. Within the last ten days of the thirty day waiting period, the city must hold a public hearing to discuss the annexation proposal and must do the following:

- A. Publish notice of the hearing once in a newspaper of general circulation, which is published or circulated in the city and the territory proposed to be annexed, at least fifteen days before the end of the thirty day waiting period and at least six days before the hearing.
- B. The applicant must post notice of the hearing in at least three conspicuous places in the territory to be annexed at least six days before the hearing.
- C. At least six days before the hearing, send notice of such hearing by first class mail to every real and personal property owner as identified on the lists obtained from the county assessor and the ADOR in the territory to be annexed. The annexation statute includes as real and personal property mobile, modular and manufactured homes and trailers only if the owner also owns the underlying real property. The annexation map must be included with this notice.
- D. Send notice of the hearing by first class mail at least six days prior to the hearing to the chairman of the board of supervisors of the county in which the territory proposed to be annexed is located.

Completed petitions must be filed with the county recorder within one year after the last day of the thirty day waiting period. If this deadline is missed and the city still wishes to annex the property, the entire process must begin again with the filing of the blank petition and map with the county. After all signatures have been collected, the petition containing the signatures must be filed with the county recorder and a copy of the petition must also be filed with the city clerk.

The final step in the annexation process is to adopt an annexation. The ordinance will not become final until thirty days after adoption and if no legal challenges are pending.

ANNEXATION APPLICATION

SUBJECT INFORMATION			
PROJECT NAME:			
PRE-APPLICATION MEETING DATE:		TOTAL ACREAGE:	
PROPERTY ADDRESS/LOCATION:	ASSESSOR'S PARCEL NO.	ACREAGE:	CURRENT COUNTY ZONING DISTRICT:
PROPERTY OWNER			
NAME:			
MAILING ADDRESS:			
EMAIL:		TELEPHONE:	
APPLICANT			
NAME:			
MAILING ADDRESS:			
EMAIL:		TELEPHONE:	
OWNER AUTHORIZATION			
I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or their authorized agent. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.			
Property Owner Signature		Date	
Applicant Signature		Date	

ANNEXATION APPLICATION SUBMITTAL CHECKLIST

RETURN THIS APPLICATION WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW WILL BE CONSIDERED INCOMPLETE, AND REJECTED AND RETURNED. ALL SUBMITTAL MATERIALS MUST BE DELIVERED IN PDF FORMAT.

- ☐ **Project Narrative** –Addressing, at minimum, the following:
 - Description of annexation request
 - Explanation of how request conforms to Arizona state law (A.R.S. § 9-471 et seq.)
 - Description of expected future use/development of the proposed annexation area
 - Disclosure of 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
 - Identification all existing residential and non-residential structures within the proposed annexation area
 - 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, and commercial businesses
 - Identification of any county zoning violations and legal nonconforming buildings and/or uses
 - Explanation of desired city services
 - Identification of school districts that will be affected by the development and proximity to police and fire stations
- ☐ **Annexation Exhibit**
- ☐ **Pre-Annexation Development Agreement**
- ☐ **Title Report for each property dated within the last six months**
- ☐ **County Assessor Parcel Map (highlight project area and list parcel numbers)**
- ☐ **Legal Description for each parcel** -include all of the following:
 - Metes and bounds description of the property including total gross acreage, sealed and signed by an Arizona registered engineer or surveyor
 - Legal Description exhibit including county rights-of-way and roadways, sealed and signed by an Arizona registered engineer or surveyor
- ☐ **Boundary Closure Report, sealed and signed by a registered engineer or surveyor**
- ☐ **Address labels of all property owners within a 300 foot radius of the subject property.** Property owner addresses may be obtained from the county assessor's office (most current listing) or from a title company (must be less than 30 calendar days old)
- ☐ **Annexation Processing Fee - \$1,500 + \$25 per each additional parcel**

Note: The Development Services Department may request additional submittal items on an as needed basis.

Information for Mailing Labels

- Labels should be Avery Address Labels #5160 or comparable, approximately 1" x 2-5/8" each, 30 labels to a sheet.
- Labels shall include all property owners within a 300 feet radius of subject property:
- Label Sample:

Line 1:	100-01-001A	<i>[Assessor Parcel No.]</i>
Line 2:	John Doe	<i>[Name]</i>
Line 3:	123 Elm St.	<i>[Address/PO Box]</i>
Line 4:	Apache Junction, AZ 85118	<i>[City/State/Zip]</i>

- Print or type all information on the labels.

NOTE: Property owner information must be obtained from the Pinal County Assessor's records at <https://pinal.maps.arcgis.com/apps/webappviewer/index.html?id=7ab8c3bf67a84f97a1e64dcf435b8b27> .

Affidavit for Posting Notice

Case Number: _____

Project Name: _____

Project Address: _____

Sign Company Name: _____

I confirm that the site has been posted by me or my agent for the case listed above as required by the City of Apache Junction and a photo and/or map of the sign posting location on the property is attached.

Applicant Name: _____ Date: _____

Applicant Signature: _____

Date of Sign Posting: _____

STATE OF ARIZONA)
) ss.
COUNTY OF PINAL)

Acknowledged and sworn to before me this _____ day of _____
20____.

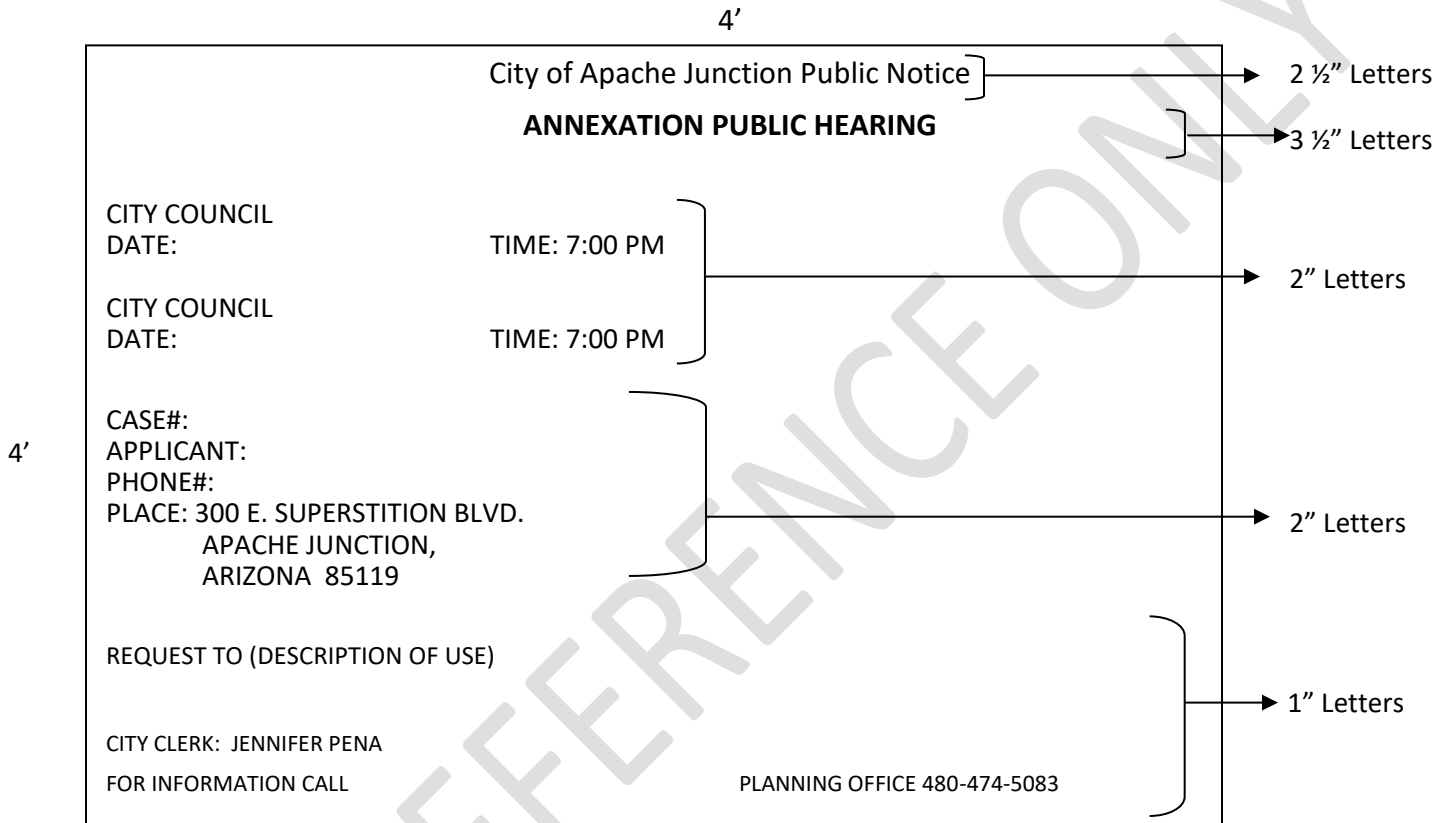
(NOTARY PUBLIC)

My Commission Expires: _____

Sign Posting

The applicant is responsible for posting and maintaining a 4' x 4' plywood or aluminum sign **in at least three (3) conspicuous places**, clearly visible from the public right-of-way and shall provide a notarized affidavit of sign posting with photo of sign and date of posting at least 15 days prior to the public hearing.

Criteria for Posting Sign:



- Applicant must remove sign within 10 working days after the public hearing.
- Height of sign must be 6 feet from finished grade to the top of the sign (Wooden Stakes to be used)
- **FONT SHOULD BE LEGIBLE AND LETTERS BOLD AND CAPITALIZED.**
- **COLORS: Body must be white and lettering to be flat black**