



TOWN OF FLORENCE

ANNEXATION PROCESS Application & Checklist

Community Development Department
P.O. Box 2670
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ANNEXATION APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for Annexation of property to the Town of Florence.

1. **Pre-Application Review Process** – Prior to filing an application for annexation, the applicant, where requested, must complete the Pre-Application review meeting with the Community Development Department.
2. **Application** – An application form is attached and required to be completed when an annexation is not being initiated by the Town of Florence. Fees are as indicated in the Town's Schedule of Fees.
3. **Annexation Process** – The Town will meet all applicable local and state requirements in processing annexations. The Arizona League of Cities and Towns "Guide for Annexation" provides a good description of the typical annexation process.
4. **Blank Petition** – Town staff will file a blank petition in the office of the Pinal County Recorder setting forth a legal description and an accurate map of all exterior boundaries of the property proposed to be annexed. Signatures cannot legally be obtained on an annexation petition until expiration of a thirty (30) day waiting period following the date of filing the blank petition.
5. **Notice to County** – Notices will be provided as required by state or local codes.
6. **Property Posting (Sign)** – Sign Posting requirements shall be in compliance with applicable state and local codes.
7. **Staff Reports** – The Community Development Department will prepare reports describing and evaluating the proposed annexation for the Town Council. A copy of the staff report will be made available to the public, where requested, and sent to the applicant prior to the public hearing.
8. **Town Council Hearing** – The Town Council must conduct one public hearing for comment on the annexation application. Regular Town Council hearings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative should be present at the hearing.
9. **Filing of signed Petition and Expiration** – A signed petition for annexation must be filed in accordance with applicable state and local codes. Applicable expiration terms per state and local codes.
10. **Staff Review of Petition** – Staff will verify that the petition contains the signatures of the owners of one-half or more in value for the real and personal property and more than one-half of the persons owning real and personal property that would be

subject to taxation by the Town in the event of annexation, as shown by the last assessment of the property. If legal requirements are met, an annexation ordinance will be prepared.

11. **Town Council Action** – At least 30 days following the public hearing, the Community Development Department will prepare a report describing the proposed annexation and transmitting the draft annexation ordinance to the Town Council for adoption. A copy of the staff report will be made available to the public, where requested, and the applicant prior to the meeting. Annexation of the property occurs by adoption of the annexation ordinance. The annexation ordinance will become effective 30 days after it is signed by the Mayor, usually the day following the Council action.

ANNEXATION TYPICAL CONTENT REQUIREMENTS

1. Project Narrative

- ☐ Description of proposed Annexation; and
- ☐ Provide an explanation on how the proposed annexation meets state law requirements.

2. Annexation Exhibit

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Gross Acres;
- ☐ All exterior boundaries;
- ☐ County rights-of-way and roadways; and
- ☐ Registered Engineer or Surveyor signature and seal.

3. Legal Description

- ☐ Metes and bounds description of the property including total gross acreage, sealed and signed by the Registered Engineer or Surveyor; and
- ☐ Electronic file of legal description with an electronic signature.

ANNEXATION CHECKLIST

(Requirements subject to modification as approved by the Town Community Development Director, so long as all minimum applicable state and local codes are met.)

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
Project Narrative		
Typical Annexation Exhibits:		
Legal Description (Metes and bounds description of the property) including total gross acreage, sealed and signed by a registered engineer or surveyor (8.5" X 11")		
Legal Description (Electronic file)		
Pinal County Assessor Parcel Map (8.5" X 11") (Highlight project area and provide parcel numbers)		
Typed list of names and addresses of all property owners identified in annexation on parcel map		
Neighborhood Notice (if one is required)		
A parcel map highlighting properties within annexation.		
Typed list of names and addresses of all property owners identified on highlighted parcel map.		
Documentation of the Neighborhood Meeting (if one was required and occurred) including:		
A typed listing of persons that attended the meeting Including their names, addresses, and telephone numbers.		
Minutes of the meeting addressing neighborhood concerns, topics discussed, and how the applicant addressed such concerns.		
Copy of the letter notifying property owners of the meeting.		

APPLICATION FOR ANNEXATION

PROJECT NAME: _____

1. Property Owner: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

2. Applicant/Developer: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

3. Address or Location of Property: _____

4. Legal Description of Property: If applicable, include Lot(s), Block(s), and Subdivision Name:

Tax Parcel Numbers: _____

Gross Acres: _____ Net Acres: _____

5. Request Details: _____

6. Number of existing dwelling unit and address: _____

7. Number of residents occupying existing dwelling units: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE

DATE

FOR STAFF USE ONLY:

CASE NO. _____

APPLICATION DATE AND TIME _____

PERMIT NO. _____

FEE \$ _____

TC HEARING DATE _____

REVIEWED BY: _____

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following:
Annexation, General Plan Amendment, Planned Unit Development, Zone Change,
Conditional Use Permit, Design Review, Preliminary/Final Plat and/or other below-noted
request on the following described property:

Owner(s)	_____
	Signature

	Print or Type Name
Address	_____

Telephone	_____

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 _____, before me, the undersigned
Notary Public, personally appeared _____, known to me to
be the person(s) whose name(s) is/are subscribed to the within instrument and
acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

_____	Notary Public
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