



City of Eloy

Community Development
525 North C Street, Suite 102
Eloy, Arizona 85131

ANNEXATION APPLICATION

GENERAL DATA REQUIRED

Development/Project Name:			
Assessor's Parcel Number(s):		Current General Plan Land Use Designation:	
Gross Area (Acre/Sq. Ft.):		Current Property Zoning:	
Project Location		Current Land Use:	
Description of Project		Proposed Land Use:	

PROPERTY OWNER INFORMATION

Owner Name:			
Street Address:			Phone:
City:	State:	Zip Code:	E-Mail:

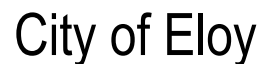
APPLICANT / AGENT REPRESENTATIVE INFORMATION

Name:		Company:	
Street Address:			Phone:
City:	State:	Zip Code:	E-Mail:
Applicant Signature:			Date:

A pre-application request must be submitted, and a pre-application meeting must be held before the submission of this application (Section 21-6-2.1.A. of the Eloy Code) — unless the Zoning Administrator waives a pre-application in writing per section 21-6-2.1.D. of the Eloy Code. Before submitting an application, the applicant must receive a submittal checklist signed and dated by the Community Development Director or the City Planner. Applications submitted without the aforementioned will be deemed incomplete, and not accepted for review.

FOR OFFICE USE ONLY

Accepted By:	Submittal Date:	Fees:	CASE NO:
Receipt Confirmation No.		Fees Paid:	GL# 10-319-0120



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****If multiple property owners exist, each owner shall complete an Owner's Permission Form.***

Property address:

A.P.N.(s): _____

I, the undersigned, I am the owner of the land specified above, or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. I do hereby grant permission act on my behalf for the planning and zoning/permit application to the following Applicant / Agent Representative(s):

Authorized Owner(s)/Representative Name (Print or Type):

Authorized Owner/Representative's (Print or Type): _____

Company, Corporation, Trust, etc. Name (Print or Type):

Signature: _____

STATE OF _____)
)
) 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
is subscribed to the within this instrument and acknowledged that _____
executed the same.

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

My commission expires:

Notary Public



City of Eloy

Annexation Application

SAMPLE APPLICATION CHECKLIST FOR REFERENCE PURPOSES ONLY AND NOT FOR APPLICATION SUBMITTAL PURPOSES

PURPOSE AND APPLICABILITY:

This application checklist aims to provide applicants with a list of the minimum information needed to submit an Annexation Application in accordance with the applicable Arizona Revised Statute requirements and procedures for real property to be annexed into the City of Eloy's corporate limits.

PRE-APPLICATION CONFERENCE - REQUIRED:

All applicants must submit a pre-application request and meet with the Zoning Administrator before submitting before submitting an application for an Annexation.

INITIATION OF ANNEXATION:

An Annexation may be initiated by:

1. Owner Initiation: One or more property owners may apply to the City of Eloy to have their property to annexed.

ANNEXATION APPLICATION PROCEEDINGS:

All annexation proceedings shall be conducted in conformance with [Arizona Revised Statutes section 9-471](#) (A.R.S. §9-471) and any other applicable State law requirements for annexing land into the City. *Note: A city or town shall not file an annexation petition that includes any territory for which an unsuccessful annexation was attempted by the same City or town until at least forty-five days after completion of the unsuccessful attempt.*

- *Notice of the public hearing is to be posted in three locations in the City, which will be done by City Staff. The locations are: Eloy City Hall, the Eloy Post Office, and Santa Cruz Library*

ADVISORY

Please be advised of the following

- Incomplete applications will not be accepted for review. All fees must be paid, and required material must be submitted prior to an application being accepted for review.
- Unless requested, paper submittals will not be accepted.
- Unless otherwise specified, all documents shall be submitted as in PDF and all layers flattened.
- All Documents shall be named as indicated on the application checklist.
- Any application that includes documents that are not flattened or the file names does not follow the document names as indicated in the Checklist, the application will be returned as Administratively Incomplete, and the submittal will be rejected.



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PART I -- GENERAL REQUIREMENTS

Required	Received	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.	
☒	☐	1.	Annexation Application Checklist
☒	☐	2.	Annexation Application Fee \$_____ (subject to change every July)
☒	☐	3.	Annexation Application
☐	☐	4.	Pre-application waiver signed by the Zoning Administrator.
☒	☐	5.	Letter of Authorization to Act for Property Owner Required when the property owner is represented by an agent (e.g. Lawyer, planner, architect, landscape architect, etc.)
☒	☐	6.	Commitment for Title Insurance - No older than 30 days from the submittal date - Include complete Schedule A and Schedule B
☒	☐	7.	Results of ALTA Survey No older than 1 year from the submittal date
☒	☐	8.	Legal Description The legal description of the territory proposed to be annexed is to be labeled as "Exhibit A" and the map of the area to be annexed is to be labeled as "Exhibit B". <i>Note: Alterations increasing or reducing the territory sought to be annexed shall not be made after a petition has been signed by a property owner.</i>
☒	☐	9.	Waiver of Claims for Diminution in Value of Property, or written refusal letter. The document originally signed by the property owner is to be hand delivered (in person, mail, FedEx, UPS, etc) within two City Working days of the application submittal.
PART I – NARRATIVE, PLANS, REPORTS, RELATED DATA AND INFORMATION			
Required	Received	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.	
☒	☐	10.	A letter signed by the property owner(s) addressed to the City Clerk requesting to be annexed into the City of Eloy on your company's letterhead. See the attached example. The mailing address shall be included: City of Eloy



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		Attn: Mayor and City Council members c/o Mary Myers, City Clerk 595 N. C Street, Suite 104 Eloy, AZ 85131
☒	☐	11. Blank Petition (see example, to be provided in PDF and Word formats) <i>Note: Signatures on petitions filed for annexation shall not be obtained until after the required thirty (30) day waiting period of the filing the blank petition with the City Clerk.</i>
☒		12. Signed Petition (delayed submittal) <i>Notes:</i> 1. Signatures on petitions filed for annexation shall not be obtained until after the required thirty (30) day waiting period of the filing the blank petition with the City Clerk. 2. The originally signed document(s) is to be hand delivered (in person, mail, FedEx, UPS, etc.) to the Community Development department. The signatures must be submitted to the department within one (1) year after the last day of the thirty-day waiting period (A.R.S. §9-471). 3. Alterations increasing or reducing the territory sought to be annexed shall not be made after a petition has been signed by a property owner. 4. The signatures shall include the owners of one-half or more in value of 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 city in the event of annexation, as shown by the last assessment of the property.
☒	☐	13. Application Narrative: • Written narrative to include the following information: A. How does the proposed Annexation comply with the goals and policies of the General Plan? B. Current Pinal County Zoning District(s) designation for the property C. Proposed City of Eloy designation for the property. D. How is the proposed site is suitable with the equivalent base Zoning and subsequent uses? • Please specify each criterion above, and provide a response to the criterion. For example, please use the following format: A. How does the proposed Annexation comply with the goals and policies of the General Plan? Response: <i>Provide your written response here in italic text...</i> B. Current Pinal County Zoning District(s) designation for the property Response: <i>Provide your written response here in italic text...</i> <i>Notes:</i>



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			1. As it pertains to item C, as above: a. The designation shall not be a zone that is greater than that of the county immediately before annexation. b. When the property includes more than one zoning district, provide a list and a correlating graphic as part of the annexation narrative.
☐		14.	Pre-Annexation Development Agreement (delayed submittal) <i>Note:</i> 1. A Pre-Annexation Development Agreement, if necessary, as determined by <u>City Staff</u>, shall be submitted as a separate application/review and requires separate fees.
☒	☐	15.	All files shall be submitted on a USB drive unless another electronic file transfer method is approved prior to the submittal.
☐	☐	16.	Other Requirement:
		17.	If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): _____ Phone Number: 520-466-2578 Coordinator Name (signature): _____ Coordinator e-mail: _____ • The City Planner or Community Development Director must sign the checklist prior to the submittal of the application; otherwise, the application will not be accepted. Required Notice Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code, or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, or policy statement administered by the Community Development Department, including a request for an interpretation of the Zoning Ordinance. All requests shall be submitted in writing to the Community Development Department to the attention of the Community Development Director. All such written requests must be submitted in accordance with the A.R.S. §9-839

When recorded, return to:
Mary Myers, City Clerk
City of Eloy
595 N. C Street, Suite 104
Eloy, AZ 85131
Case No.: A202_____ - _____

ANNEXATION PETITION

TO THE HONORABLE MAYOR AND COUNCIL OF THE CITY OF ELOY, ARIZONA:

We, the undersigned, the owners of one-half or more in value of 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 City of Eloy in the event of annexation within the territory proposed to be annexed, which is hereafter described, said territory being contiguous to the corporate limits of the City of Eloy, with the exterior boundaries of the territory proposed to be annexed shown on the map attached hereto, marked **Exhibit "B"** and made a part hereof, request the City of Eloy to annex the following described territory, provided that the requirements of A.R.S. §9-471, and amendments thereto, are fully observed.

The description of the territory proposed to be annexed, not already within the present limits of the City of Eloy and located in Pinal County, is attached as **Exhibit "A"**:

[illegible]