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## ANNEXATION PROCEDURAL GUIDE

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### General

Annexation is the process by which a city or town extends its corporate limits. The process is governed by Arizona State Law (A.R.S. 9-471) and represents a serious step in the overall growth of a city or town as infrastructure costs and services need to be evaluated against perceived benefits. The time to consider any problem which might result from annexing an area is at the very beginning of the annexation process. Therefore, the information required for the preliminary submittal is extensive.

This guide details the processes involved in annexing a property into Marana. Staff uses the information provided in the preliminary submittal to determine the eligibility and viability of the annexation proposal. Once a property has been found to be eligible for annexation, the process of annexation begins.

A.R.S. 9-471 details the eligibility requirements necessary to annex property into a town. Some criteria that must be met before an annexation can occur are:

- A. The annexed area must be contiguous to (directly bordering on) a current town limit for at least 300 feet
- B. The annexed area must be at least 200 ft. in all places
- C. The area's length (extending out from the town limit) may be no more than twice the distance of its width (adjacent to the town limit). For example, if the area is contiguous for 300 feet, the annexation can extend outward for up to 600 feet from the current town limit
- D. The area must make sense in terms of town services delivery (annexation of an entire residential subdivision would be pursued rather than a single lot)

### Pre-Application Conference

The Annexation will be discussed at a pre-application conference which is required for any development submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call [\(520\) 382-2600](tel:5203822600) to schedule the pre-application conference.

### Approval Process

- A. Upon receipt of a complete application, the planning staff will distribute the submittal to other departments and agencies for review.
- B. After each review has been completed, the planning staff will consolidate all review comments and forward a letter to the applicant indicating the necessary revisions. The



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applicant shall be responsible for addressing all review comments and submitting the revised application to the planning staff.

- C. After the review has been completed, the planning staff will schedule the annexation application for the next public hearing and will make a recommendation to the Planning Commission. The Planning Commission will hold a public hearing on the proposed project.
- D. Town staff will file a blank petition in the office of the Pima 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.
- E. Notice and a copy of the filing must be filed with the Clerk of the Pima County Board of Supervisor and the County Assessor. The map must include all county rights-of-way and roadways with no taxable value that are within or contiguous to the exterior boundaries of the area of the proposed annexation.
- F. Notice of Public Hearing for an Annexation requires the applicant to post public noticing, publication, and signage prior to the public hearing.
- G. The Planning Department will prepare a report describing and evaluating the proposed annexation for the Town Council. A copy of the staff report will be made available to the public and sent to the applicant prior to the public hearing.
- H. The Town Council must conduct one public hearing for comment on the annexation application. Town Council hearings occur on the first and third Tuesday of each month at 7:00 p.m. and are held in the Marana Municipal Complex Council Chambers, 11555 N. Civic Center Drive. The applicant or project representative must be present at the hearing.
- I. A signed petition for annexation must be filed with the Planning Department within one year after the last day of the thirty (30) day waiting period. A new application must be submitted if the property owner desires to annex the property after the deadline. At the time of filing the petition for annexation, the petitioner must submit a sworn affidavit verifying that no part of the property proposed to be annexed is already subject to an earlier filing for annexation.
- J. 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.



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K. At least 30 days following the public hearing, the Planning 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 and the applicant prior to the meeting. Annexation of the property occurs by adoption of the annexation ordinance. The ordinance approving the annexation will become effective 30 days after it is signed by the Mayor, usually the day following the Council action.

<b>Instructions and Requirements</b>
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The following information details the processes involved for annexation of property to the Town of Marana.

### I. Preliminary Application Submittal

Pre-application materials shall include (Town Staff may determine that some items are not required):

- A. **Project Narrative** should provide a thorough description of what is being proposed on the property, including:
1. Project Name
  2. Location of property
  3. Description of proposed annexation
  4. Description of the proposed use(s) of the annexed property
  5. Zoning information for the property including existing county zoning and town-equivalent translational zoning
  6. Description, including timing, of any proposed change in zoning planned after annexation
  7. Desired/required services and infrastructure for the annexed property
  8. Description of existing infrastructure: water, sewer, electricity, natural gas, phone, cable
  9. An explanation as to how the proposed annexation conforms to the requirements of Arizona Revised Statutes 9-471
  10. A description of compatibility with the General Plan, including future land use designation for the property
  11. A cost/benefit analysis using Town provided methodology
  12. Tax parcel numbers of affected property(ies)



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13. Identification of any conditions or constraints on the property, such as future roadway alignments, rivers, arroyos, flood plain designations, power line corridors or gas line corridors, airport air traffic areas, noise contours or accident potential zone

**B. Conceptual Site Plan** should show the following:

1. Project Name
2. Vicinity map and scale
3. Aerial photograph of the property within 300 feet of parcel(s) requesting annexation, and should also identify parcel assessor numbers and ownership
4. Tentative land uses
5. Legend (if applicable)

## **II. Formal Application Submittal**

**A. Formal application materials** can be filed after the preliminary submittal review and shall include:

1. A Completed Application
2. Project Narrative
3. Conceptual Site Plan
4. Annexation Fee (\$500.00)
5. Legal Description and Map
6. Preliminary Title Report
7. Assessor map
8. Owner authorization letter
9. Additional information requested by staff



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### ANNEXATION FLOW CHART

