



## APPLICATION CHECKLIST

## ANNEXATION

### SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Project narrative – include the following information
  - o Project name
  - o Location of property (assessor parcel number(s) and street intersections)
  - o Description of proposed annexation, including the reason for the annexation request
  - o Description of existing use(s) of the property to be annexed
  - o Description of the proposed use(s) of the property to be annexed. (For example, if a rezoning is planned upon approval of the annexation, include the proposed number of homes.)
  - o Zoning information for the property including the existing county zoning and the proposed Marana zoning
  - o Description, including timing, of any proposed change in zoning
  - o Description of existing infrastructure, water, sewer, electricity, natural gas, phone and cable
  - o Desired services and infrastructure for the annexed property
  - o An explanation as to how the proposed annexation meets the requirements of Arizona Revised Statutes (A.R.S. § 9-471)
  - o A description of compatibility with the General Plan (including any changes in the land use designation for the property)
  - o Identification of any conditions or constraints on the property, such as future roadway alignments, rivers, arroyos, flood plain designations, power line corridors, gas line corridors, or airport air traffic areas

- Legal description and accurate map depicting the annexation area (stamped by a Registered Land Surveyor)

- Conceptual Site Plan
  - o Project name
  - o Vicinity map and scale
  - o Legend
  - o Tentative land uses
  - o Aerial photograph of the property showing parcels within 500 feet of the subject parcel(s) identified by assessor parcel number and ownership

NOTE: Additional information may be requested based on the complexity and impact of the proposed event.

**FOR OFFICIAL USE ONLY**

Project No. \_\_\_\_\_

Date Received \_\_\_\_\_