



APPLICATION CHECKLIST

ANNEXATION

SUBMITTAL REQUIREMENTS

- Completed [Project Application](#)
- Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable
- Submittal fee ([see comprehensive fee schedule](#))
- 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
- Written approval from the State Lands Commissioner if State Land is a property owner within the annexation area

Note: Additional information may be requested based on the complexity and impact of the proposed project

FOR OFFICIAL USE ONLY

Revision Date 0, #\$, #&\$&&

Project No. _____

Date Received _____