

Documents Needed for Annexation of Lands into City Limits

- Send email to GIS re: maps needed for annexation documents (see example email)
 - Be sure to include image/legal description of property so they can find it

- P&ZC Reasoned Statement
 - Check publication dates prior to PH
- Advice Letter 1 (P&ZC)
- Ordinance to Annex Lands
 - Legal Description of Subject Property
 - Map of Annexed Property
 - Summary of Ordinance
 - Include street address, if any.
- Ordinance to Zone Property
 - Legal Description of Subject Property
 - Summary of Ordinance
 - Include street address, if any.
- Ordinance to amend Area of City Impact (ACI) Map
 - Map of new ACI with annexed property within City Limits
- Resolution for Comprehensive Plan Amendment
 - Exhibit A – Map of amended neighborhood
 - Exhibit A-1 – Map of amended neighborhood with subject property highlighted
 - Exhibit B – Map of Future Land Use Map
 - Exhibit B-1 – Map of Future Land Use Map with subject property highlighted
- City Council Reasoned Statement
- City Council PH
 - Check publication dates

Advice Letter 2 (City Council)

Verifying the property owner who has consented is in fact the property owner (sometimes the property is owned by a company or trust and the consent form does not accurately reflect that)

Checking publication dates for the public hearings associated with the LLUPA-related aspects (amendment to zoning ordinance, amendment to ACI, amendment to comp plan)

Public rights-of-way are included in the legal description of annexed lands (since the property owner might not own those but they will be included along with the annexed property)

After approval and passage of annexation ordinance, that recording has been complete and verification that documents were sent to the necessary parties.