

Annexation/City Services Application Submittal Checklist



To assist staff prepare a complete evaluation of your request, provide staff with the following information:

- Annexation Application, including list of all real property owners and parcel numbers of all properties within the area requesting annexation¹
- Non-refundable Application Fee: [Schedule of fees and charges.](#)
- List of the property owners in favor of pursuing annexation²
- Description of existing conditions. Identify all existing residential and non-residential structures within the proposed annexation territory along with the following information:
 - i. Construction date of existing subdivisions
 - ii. Number of existing dwelling units
 - iii. Number of vacant lots (residential and non-residential)
 - iv. Commercial businesses
 - v. Existence of curb, gutter and sidewalks, streetlights, and pavement?
 - vi. Existing Maricopa County Zoning (examples: Rural-43, R1-35, C-O, etc.)
- Description of existing infrastructure: Water, Sewer, Electricity, Natural Gas, Phone, Cable, Irrigation, Wells, etc.
- Letter with explanation of annexation request, explanation of desired services, description of expected future use/development of the proposed annexation area.
- Aerial photograph - include property within 300 feet of parcel(s) requesting annexation
- Vicinity map
- Parcels without frontage on a public street, must submit documentation demonstrating how access is provided for the parcels in the proposed annexation. Note: City Codes* require properties to have dedicated access. One method of doing this is through a title report for the property, which should show recordation of all easements on the property.

*11-13-2-A-8 of the City of Mesa Zoning Ordinance reads:

“Every lot shall have frontage on a dedicated public street unless the lot is part of an approved Planned Area Development (PAD) or a unit in a condominium subdivision.”

*11-1-6 Defines a PUBLIC STREET as:

“Real property dedicated for, and recorded as, public right-of-way for pedestrian and motor vehicle traffic, having a minimum width of fifty feet (50’). The term shall not include public right-of-way designated for limited access freeways.

¹ . Provide property owner for each parcel, even if parcels are owned by the same person.

² This is only required if the application includes more than one property owner. A majority of property owners must be in favor of pursuing annexation/city services. All will need to sign a Prop 207 waiver.