

Annexation/City Service Process Guide

Rev. 07-08



1. **Optional: Meeting with Staff. Staff will provide:**

- A. The Annexation/City Service Submittal Process Guide
- B. The Annexation/City Service Submittal Checklist
- C. The Annexation/City Service Application
- D. The Proposition 207 Waiver Disclosure Statement

2. **Submit Annexation application, non-refundable application fee, and the items listed in the Annexation/City Service Submittal Checklist**

3. **All involved city departments will evaluate application and provide written comments identifying issues or development requirements. Comments include:**

- A. Parcel accessibility (legal frontage and roadway locations)
- B. Extent of improvements and required right of way improvements
- C. Utility Infrastructure (location of water, wastewater, and gas main lines and required extensions)
- D. Emergency response ability (Fire and Police)
- E. Fire protection availability (hydrant location)
- F. Solid Waste vehicle service access and cost
- G. Storm water drainage (on-site and off-site)
- H. Necessary right of way dedications/easements
- I. Impact on Tax & Licensing and Customer Service
- J. Code Compliance issues
- K. Building code conformance
- L. Conformance with the General Plan
- M. Compliance comparable City Zoning Districts.

4. **After deciding how they wish to proceed, applicant returns the Course of Action Statement to Planning Staff.**

- A. If there are no outstanding issues or requirements in the Staff Comments Report and the applicant wishes to move forward with the annexation, staff will continue the standard annexation process once the applicant has submitted Course of Action Statement.
- B. If the Staff Comments Report identifies items that need to be addressed prior to annexation, and the applicant agrees to meet those requirements and move forward with the annexation, Staff will continue the annexation process once the applicant has submitted the Course of Action Statement.
- C. If the applicant does not agree to comply with all requirements outlined in the Staff Comments Report and does not want to proceed with annexation the Course of Action Statement should state the applicants intent to withdraw the application.
- D. If the applicant does not submit the Course of Action Statement within 60 days of receipt of the Staff Comments Report then staff will close the application unless otherwise agreed.
- E. If the applicant does not agree to comply with all requirements outlined in Staff Comments Report, but wants to continue to attempt to be annexed and/or receive city services, he can file an appeal to the TIC. If an appeal is filed, the following steps will be followed:
 - i. Applicant submits a Course of Action Statement requesting appeal to the TIC.
 - ii. Applicant pays the fee to appeal to the TIC.
 - iii. Staff schedules a meeting with the TIC.
 - iv. The TIC holds a meeting to review the annexation request and decides whether the appeal may be heard by City Council. If the TIC denies the appeal, then the case will not be heard by City Council. If the TIC approves the appeal, the TIC will make a recommendation that will be considered with the appeal heard by City Council.

- 5. With the Course of Action Statement, the Applicant submits the following documents:**
 - A. Legal description or copy of the Warranty Deed. In cases where more than one parcel is included in the proposed annexation, provide either a certified copy of the deed or a legal description for each parcel included in the annexation case.
 - B. Public School District.

- 6. Staff will record a blank annexation petition with the Maricopa County Recorder's office.**

Filing the petition begins a 30-day period during which all property owners, concerned private agencies and concerned government agencies will be notified of a public hearing that will take place within the last 10 days of the 30 day period.

- 7. City Council will hold a Public Hearing Prior to the Release of the Petition within the last 10 days of the 30-day waiting period**
 - A. 7 days prior to the hearing, Applicant is responsible for posting public notice of the Public Hearing as described in the Public Notice Addendum.
 - B. If Applicant fails to do so, the Public Hearing will be rescheduled. In order to reschedule the Public Hearing Staff will be required to file a new blank petition as regulated by state statute.

- 8. After the 30-day waiting period expires, Staff will release the petition to the applicant.**
 - A. Staff will also provide a copy of the Proposition 207 Waiver
 - B. After receiving the petition and the waiver, the applicant will be responsible for collecting signatures. The petition is effective for one year from the last day of the 30-day waiting period.

- 9. Applicant returns the executed petition and waiver to the Planning Division**
 - A. Staff will verify the signatures
 - B. Staff will record the petition and the waiver

- 10. The City Council will consider the annexation ordinance at two separate public meetings.**
 - A. At the first meeting, the ordinance will be introduced to provide public notice.
 - B. At the following City Council meeting, the City Council will hold a public hearing and consider adopting the annexation ordinance.

- 11. The annexation becomes effective 30 days after the adoption of the ordinance.**

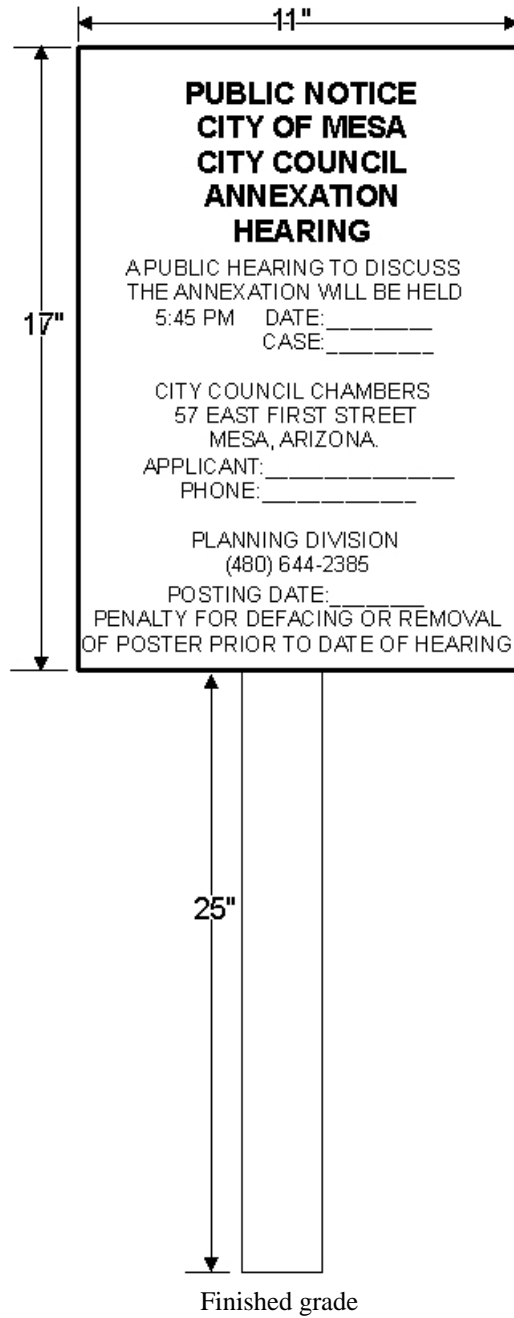
Public Notice Addendum

City of Mesa – Public Hearing Prior to Release of Petition
Notification Requirements
(Step 7A –Annexation Process)

1. Notification Posters and Signs are required as follows:

- A. The applicant is responsible for posting three 11” x 17” sign(s), at the cost of the applicant and coordinated by the applicant
- B. Additional signs may be required for larger parcels at the discretion of the Planning Director.
- C. The signs shall be built to the standards as specified on the attached detail (see page 4)
- D. The signs shall be placed on the property in at least three conspicuous public places (as specified by the Planning Division) in the territory proposed to be annexed and in such a manner that no landscaping or other obstruction would impair the visibility of the signs from the street
- E. The signs must be placed on the property on or before the Monday one week prior to the City Council Meeting
- F. Submit a notarized Affidavit of Public Posting (see page 5) with attached photograph of the signs which will be kept in the case file. The photo must include identifying characteristics of the subject site (e.g. street sign, existing building, etc.).
- F. The signs must be removed by the applicant no more than one week after the City Council meeting.

Required Posting Sign



Note: All sign letters are to be at least 1/2" in height with the exception of the "Public Notice City of Mesa City Council Annexation Hearing" letters that are to be at least 1" in height

City of Mesa Planning Division

AFFIDAVIT OF PUBLIC POSTING

To be submitted by _____

Date: _____

I, _____, being the owner or authorized applicant for the annexation case below, do hereby affirm that I have posted the property related to Case # _____ on the _____ day of _____, 20____. Notice was posted in at least three conspicuous public places in the territory proposed to be annexed.

SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8.5” BY 11” SHEET OF PAPER WITH THIS AFFIDAVIT.

Applicant's/Representative's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, 20____.

Notary Public

Case Number: _____

Project Name : _____