

Annexation/City Services Application And Submittal Checklist



Address: _____

Major Cross Streets: _____

Project Name (if applicable): _____

Reason for Application (Check all that apply)

City Utilities Fire/Police Protection Other (Please Specify) _____

City of Mesa Services currently being rendered: (Check all that apply)

Water Sewer Solid Waste Collection Police/Fire Protection

Number of Dwelling Units _____

Number of Residents _____

Size of Annexation Area: Less than 5 acres

More than 5 acres

Located within gated community? Yes

No

Assessor's Parcel Numbers Included:

Property Owner:

Note: If more than 3 parcels, please attach separate sheet with parcel numbers and property owners

OWNER:

APPLICANT:

original signature required

original signature required

name (please print)

name (please print)

address

address

city state zip code

city state zip code

(area code) phone number

(area code) phone number

(area code) fax number

(area code) fax number

e-mail address

e-mail address

Staff Use Only:			
Annexation Case #: A	-	PLN#	-
Date Received:		Fee paid: Y / N	



The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.

Annexation/City Services Application 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.