

**ANNEXATION/  
PREZONE**



**SUPPLEMENTAL APPLICATION INFORMATION**

In addition to the Universal Application form, this document will provide necessary information about the proposed project. The information will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

1. Project Characteristics:

A. Describe all existing buildings and uses of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Describe surrounding land uses:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

C. Describe existing public or private utilities on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Describe the following items as they pertain to the City's Sphere of Influence Plan:

1. Purpose of Annexation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Annexation Planning Horizon (Check one below):

i. Short-term: \_\_\_\_\_

ii. Long-term: \_\_\_\_\_

3. Proposed Pre-Zoning: \_\_\_\_\_

4. Proposed Development Project (include DR Application): \_\_\_\_\_

5. Does the project site contain prime agricultural land? \_\_\_\_\_

6. Does the project propose to convert land designated for open space? \_\_\_\_\_

## SITE PLAN REQUIREMENTS

A site plan is a scale drawing that depicts a property's size and shape, existing improvements on the property, and improvements or additions which are intended to be added. The site plan should be as complete and accurate as possible since it will be used by several City departments to check various requirements of the annexation application. Please place a check or N/A on the line provided in the below checklist. Submit this page along with the map and application packet.

### A. Application Checklist:

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).
- 15 copies of the site plan and all other applicable plans/information.
- Preliminary Title Report dated no later than 6 months prior to the application filing date.
- The appropriate non-refundable filing fee or project deposit.

### B. Annexation:

- Map of Annexation Area: submit one (1) copy 8 1/2" x 11" and fifteen (15) copies 18" x 24" folded to 9" x 12"; e-mail .pdf file. The annexation application shall include the following information on the map:
  - Boundaries and acreage of the annexation area.
  - North arrow and scale.
  - Dimensioned property lines.
  - Location, name, and width of adjacent streets.
  - Location and name of any watercourses on or adjacent to the property.
  - Existing and proposed public and private easements.
  - Property owner's name.
  - Name, address, telephone number and e-mail address of person preparing plot plan.