



# ANNEXATION

## Petition Instructions

One (1) original and three (3) copies of the following should be delivered to the Town's Building Department with a completed Land Use Application Form (marked for Petition and, if applicable, for zoning).

Original signatures should be in blue ink.

1. Letter of intent to request annexation to the Town of Timnath, signed by property owner or representative.
2. Executed agreement for payment of development review expenses incurred by the Town.
3. Annexation Agreement. \*
4. Petition for Annexation.
5. Annexation Map. \*  
***Submit 1, original 24" x 36" and 4, 11" x 17" reductions. Compliant with all technical drawing requirements contained in the Timnath Municipal Code 16-13-7 and signed and sealed by the registered and surveyor or engineer responsible for preparation of the map.***
6. Concept Plan Map. \*  
***Submit 1, original 24" x 36", and 4, 11" x 17" reductions. Comply with all technical drawing requirements contained in the Timnath Municipal Code 16-13-5***
7. Auto CAD™ Drawing File (release 12 or higher).  
***Submit annexation map(s), concept plan map, existing conditions map & title sheets & all fonts used, on an acceptable form of electronic transfer.***
8. Word Processing File  
***Submit legal description, annexation impact report & Town Comprehensive Plan Project Summary in acceptable form of electronic transfer.***
9. Title Commitment for impacted property\_
10. Mailing Labels, as identified in Timnath Municipal Code 16-13-6.A.7.
11. Annexation Impact Report, if applicable.
12. Narrative addressing conformance with Town Comprehensive Plan
13. Water Rights Report, including signed warranty deed(s)
14. Zoning. (Timnath Municipal Code 16-13-6.11).  
***If zoning is requested simultaneously with annexation, attach a completed Rezoning Petition, zoning map of Property, zoning amendment map amending the official zoning map, and the application and recording fees.***
15. Annexation Assessment Report, as described in Timnath Municipal Code 16-13-5.A.5.
16. Letters of Support.  
***Attach letters from all special districts servicing, or proposed to service, the area to be annexed.***
17. Prior year's Property Tax Statement for all property to be annexed.

***Note: The Town must certify this application is complete and compliant with all submittal requirements or reject it as incomplete. Applicants will be notified of any deficiencies or inadequacies in the materials submitted. Incomplete submissions will not be processed or referred to the Board.***

***\*for additional information regarding Annexation, see Timnath Municipal Code***