

## **Tentative Checklist for Annexation**

Annexation process completion time: 3-4 months

- 1) Petition for Annexation submitted: Completed as per statutory requirements and ready for Council consideration
  - a) Proposed annexation agreement worked out for consideration and review
  
- 2) 10 copies submitted
  - a) Applicant, Applicant's Engineer and staff review preliminary report, drawings, conditions/changes
  - b) Final report and correct drawing/s distributed for P & Z members.
  - c) Addressed (1<sup>st</sup> time) by P & Z. (Staff and applicant attend if requested)
  - d) Action taken at P & Z meeting/hearing brought back to be forwarded for Council consideration
  
- 3) Resolution of Compliance for Petition for Annexation.
  
- 4) P & Z Public Hearing (zoning of annexation)
  
- 5) Council Public Hearing (zoning designation)
  
- 6) Annexation Ordinance for 1st reading
  
- 7) Annexation Agreement previously worked out to be submitted for Council review prior to 2nd reading of ordinance with final approval of agreement by/before final approval of plat and 3rd reading of ordinance
  
- 8) Annexation Ordinance for 2nd reading
  
- 9) Developer submits final plat (3 mylar copies - signed by developer and P & Z plus 1 electronic formatted needed)
  
- 10) Annexation Agreement - signed by developer for final approval.  
\*\*\*Note: Agreements & plats not signed by developer and P & Z will not be accepted by Clerk for forwarding to Council
  
- 11) Approval of final plat (3 mylar copies plus 1 electronic submitted)
  
- 12) Annexation Ordinance for 3rd reading