

Notice of Intent for Annexation into a Municipality

Application Fee \$0.50 per envelope

Checklist Item	File Name	Discipline	Sheet Type
Notice of Intent	01 - Notice	Owner	Documents
Accurate map of the area that is proposed to be annexed	02 - Map	Survey/Mapping	Plans
List of names and mailing addresses of property owners in the annexation area and within 300 feet of the proposed annexation.	03 - Addresses	Other	Documents
Envelopes: <ul style="list-style-type: none"> ○ Provide unsealed ○ Self-adhesive/sealable ○ Stamped envelopes ○ Leave the return address blank ○ Addressed to each property owner of current record in the annexation area and within 300 feet of the area that is proposed to be annexed. Current mailing addresses can be obtained from the County Assessor's Office. ○ As well as \$0.50 per letter for the office staff to attach information and provide verification that the letters have been sent 	**Must be turned in to Planning Department**		