



The following documents will need to be uploaded with your application:
Master Land Use Application
Narrative fully describing the proposed use/request, including current potable water supply and current sewage system
Recorded warranty deed for the subject property
Signed Property Owner Acknowledgement (if applicable)
Vicinity map, showing the location of the subject property
Site Plan
The following are suggested items that may be shown on the site plan:
<ul style="list-style-type: none"> • Property boundaries of the site
<ul style="list-style-type: none"> • Existing buildings on the site
<ul style="list-style-type: none"> • Parking stalls and drive aisles
<ul style="list-style-type: none"> • Sidewalks or pathways (proposed and existing)
<ul style="list-style-type: none"> • Fencing (proposed and existing)
Metes and bounds legal description specific to the site to be annexed
Vicinity Map to scale labeling the location of the property and adjacent streets
Neighborhood Meeting
<ul style="list-style-type: none"> • 500 foot mailing list – Official copy from County Assessor’s Office
<ul style="list-style-type: none"> • Letter
<ul style="list-style-type: none"> • Sign-in sheet
<ul style="list-style-type: none"> • Certification letter