Checklist for Request of Annexations

**District Checklist**

[ ]  A written request from the city stating the expressed purpose for requesting a voluntary annexation.

[ ]  If district has no objections to annexation, the district will determine a deadline for comments and the city shall submit comments from:

[ ]  All properly owners who are included with the Commission in the request for voluntary annexation.

[ ]  Any other city whose city limits are within 5 miles of the area to be annexed.

[ ]  The county where the area to be annexed is located.

[ ]  District will review the comments.

Yes [ ]  No [ ]  Do the comments contain evidence of controversy?

Yes [ ]  No [ ]  Would the annexation be detrimental to the transportation system or the Commission?

Yes [ ]  No [ ]  District recommend approval of annexation

##### City Submittals

[ ]  Legal description of area to be annexed by the city and sent to Right of Way to verify its accuracy.

[ ]  City map clearly showing the present city limits as well as the proposed annexation in relation to the city limits.

[ ]  Plan sheets showing the right of way being annexed.

[ ]  Petition for Annexation (2 copies)

[ ]  District Engineer sign Petition for Annexation.

[ ]  Send one copy of petition to city with request for city ordinance

[ ]  After receiving city ordinance, relocate the existing city limits signs, or if necessary requisitions for new sign.