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.