



ANNEXATION REQUEST CHECKLIST

Prior to Staff getting the City Council's direction on an annexation request, the applicant(s) shall submit the following items to the Development Center, City of Casa Grande:

- Annexation request letter: The property owner(s) or his/her representative needs to submit a letter of request to the City of Casa Grande addressed to the Planning and Development Director stating their intent to be annexed to the City. The letter can be mailed or hand delivered to the following address:

*Planning & Development Director
510 E. Florence Blvd.
Casa Grande, AZ 85222*

- An Annexation Fee (see current fee schedule) shall accompany the letter of request.
- Other requirements needed:
 1. Map of proposed annexation area (including where the city limits abuts the annexation area).
 2. Legal Description of annexation area. Exterior boundaries must include adjacent R.O.W. if said R.O.W. is dedicated and maintained by the County (Prior annexation ordinances adjacent to the proposed annexation area can be obtained from the City Clerk' Office upon formal request, to aide in the preparation of the legal description).
 3. Map exhibit showing existing use and County zoning of the annexation area and adjacent properties within 200' radius.



ANNEXATION STEP BY STEP PROCESS

- STEP 1:** **Development Team meeting** with Applicant or Property owner(s). Applicant to call Development Center at 520-421-8630 to schedule the meeting.
- STEP 2:** **Formal Annexation Request:** Applicant/property owner shall submit to the City's Development Center the following:
1. A written Annexation Letter addressed to:

Planning and Development Director
Development Center
520 E. Florence Blvd.,
Casa Grande, AZ 85222
 2. Copy of the Legal Description of the site to be annexed, (8.5" x 11" size)
 3. A copy of the map of the proposed site with vicinity map showing the general location of the site. (11" x 17")
 4. Annexation fee (see current fee schedule).
 5. County Parcel Maps of the site and adjacent parcels within 200' radius
- STEP 3:** Planner sends request to **Pinal County to verify the map and legal description** (Allow 3 to 5 days).
1. Planner prepares an Annexation Timeline
- STEP 4:** Planner requests **ownership and valuation** to County Assessor and Department of Revenue (DOR). Allow 30 days
- STEP 5:** Planner requests **Council Direction** while waiting for the list of property owners (allow 21 days prior to meeting date).
- STEP 6:** **Filing of Blank Petition** at the County Recorder's Office:
- STEP 7:** **Public Hearing:**
1. Applicant sends notices to the property owners (at least 7 days prior to public hearing).
 2. Applicant provides the City an Affidavit of mailing (first class).
 3. Applicant to post signs with map on site in 3 conspicuous places (obtain format from Planner)



4. Applicant submits to the Planner an Affidavit of Posting and color photographs of signs posted at the field.
5. Planner sends copy of recorded blank petition and date of public hearing to the following: Assessor's office; Clerk of Board of Supervisors; County Supervisors
6. City Council hearing is held for discussion only. No motion is made at this hearing.

STEP 8: After 30 days from filing of the Blank Petition, **Blank Petition is distributed** to property owner(s) for signature.

STEP 9: Once signed petitions are received, Planner:

1. **Verifies signatures of ownership and valuation (must obtain >50% for each).**
2. A copy of the staff report is sent to the applicant.
3. Sends **Request for Council Action (RCA) for 1st City Council reading of the Ordinance**, and the RCA for the Infrastructure and Services Plan.

STEP 10: The **2nd City Council meeting is held**. City Council votes to approve annexation and Infrastructure and Services Plan.

STEP 11: After annexation is approved by Council, City Clerk:

1. **Notifies internal departments and external agencies.**
2. **Records the annexation ordinance and petition (Annexation is effective after 30 days from Council approval).**



Annexation Hearing Sign Template

Proposed 4' x 8' Sign
(3 signs req. in conspicuous locations)

CITY OF CASA GRANDE (2")	
PUBLIC HEARING NOTICE (3")	
DSA-10-XXXXX- Annexation- "Project Name" (1.5")	
City Council Initial Public Hearing: (1")	City Council 1st Reading:
Date: (.75")	Date:
Time:	Time:
Location:	Location:
City Council 2nd Reading:	
Date:	
Time:	
Location:	
<i>(Paste Annexation Map Here)</i>	
Applicant: (.75")	City Contact:
Name: _____ (.75")	Name: <u>Planners Name</u>
Phone #: _____	Email: _____
	Phone #: _____

Colors: Body to be white board and lettering to be Flat Black

- Height of the sign must be 6' feet from finished grade to the top of sign.
- Case Planner to determine the # and location of hearing signs.
- All sign (s) must be installed on site at least 15 calendar days prior to public hearing date.
- **Applicant must remove signs within 10 working days after the final action.**