



ANNEXATION PROCEDURAL GUIDE

General Information

Annexation is the process by which a city or town extends its corporate limits and is governed by Arizona State Law ARS § 9-471. Careful consideration is given to the viability of the proposed annexation, including the Town's overall growth, infrastructure costs and services. Additional information and eligibility requirements can be found in ARS § 9-471.

Evaluation

Staff first determines if the proposed annexation area meets ARS § 9-471 annexation contiguity requirements (connection length; length versus width). If it does, an internal discussion will be held to review the impact associated with the proposed annexation.

The applicant may be asked to provide the following preliminary information:

- Submittal fee
- Conceptual Site Plan
- Location Map
- Project Narrative
 - o Project name
 - o Location of the property
 - o Gross site acreage
 - o Existing zoning
 - o General discussion/background of the project

Staff may schedule a meeting with Town Council to discuss the proposed annexation.

Approval Process

Upon receipt of an application, Planning Staff prepares the blank annexation petition to be recorded with the Pima County Recorder's Office.

The Town Clerk records the blank annexation petition, legal description, an accurate map depicting the annexation area, and a conflicting annexation affidavit.

Staff notifies the Pima County Clerk of the Board and the Pima County Assessor of the proposed annexation.

A public hearing with Town Council is set for the proposed annexation that is not less than 20 and not more than 30 days after the blank petition is recorded.

A Town Council public hearing is held after proper notice per the state statute.

Signatures are obtained on the annexation petition (no earlier than 30 days and no later than 395 days after the blank annexation petition is recorded).

The Town Clerk records the signed petitions.

Town Council adopts the annexation ordinance (the effective date of the annexation is 30 days after the ordinance is adopted).