



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

P: (928) 213-2618
 F: (928) 213-2609

ANX

Date Received	Application for Annexation			File Number
Property Owner(s)	Title	Phone	Email	
Mailing Address			City, State, Zip	
Applicant	Title	Phone	Email	
Mailing Address			City, State, Zip	
Project Representative	Title	Phone	Email	
Mailing Address			City, State, Zip	

Site Address	Parcel number(s)	Subdivision, Tract & Lot Number
Existing Zoning District	Existing Regional Plan Land Use Category	
Proposed Zoning District	Proposed Regional Plan Land Use Category	
Present Use	Proposed Use	

Summarize Reason for Request (Attach additional sheets if necessary):

Note:
 Indicate how the annexation will not be detrimental to the majority of persons or properties in the surrounding area, or to the community in general. If a modification to the Regional Land Use and Transportation Plan or a Zoning Map Amendment is requested, clearly state the reasons for such changes (a separate application is required).

Property Owner Signature	Date	Applicant Signature	Date
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For City Use

Date Filed:	Fee Receipt Number:	Amount:	Date:
Type of Request: <input type="checkbox"/> Annexation <input type="checkbox"/> Continued			
Publication and Posting Date(s):			File Number:
Action by Planning and Zoning Commission:		Action by City Council	
Hearing Date:		Hearing Date:	
<input type="checkbox"/> Approved <input type="checkbox"/> Continued <input type="checkbox"/> Denied		<input type="checkbox"/> Approved <input type="checkbox"/> Continued <input type="checkbox"/> Denied	

Staff Assignments	Planning	Engineering	Fire	Stormwater	Utilites/PW
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Information Required

In accordance with the adopted rules and regulations of the Planning and Zoning Commission of the City of Flagstaff, the following items shall be a part of any application:

1. Applications shall be made on forms provided by the City, which shall bear the signature of the owner of the property affected. If the applicant is other than the owner, the applicant shall also sign the application.
2. Applicant must provide a narrative which includes the reason for request and reasons why request should be granted.
3. One copy of preliminary title report (may be filed with IDS application) for each parcel included in the application.
4. Three copies of a correct and approved legal description (metes and bounds) and exhibit map of property is required. Please note that legal descriptions must have been approved by the City before the annexation ordinance request will be considered by the City Council. Legal descriptions and exhibit maps must be in an 8 ½" x 11" format, with blue or black letters on a white paper background. (Upon approval one copy of the legal description and exhibit map will be required on archival paper).
5. One reproducible copy of the proposed annexation map, in a 24" x 36" format.
6. One copy of a legal analysis displaying proposed parcels comply with Arizona State Statute 9-471.
7. Nine copies of a preliminary concept site plan, including existing adjacent streets and parcels, and all existing rights-of-way and easements within 200 feet of the subject property. Fold plans to approximately 9" x 12" size. Refer to Concept Site Plan checklist for required information.
8. Three copies of a Public Facilities and Service Impact Analysis in accordance with the "City of Flagstaff Engineering Design and Construction Standards and Specifications", if applicable. This report is to include a traffic/access component, a water system component, and a sewer system component.

No application shall be accepted until the above items have been provided in full, and until the Planning Director has informally reviewed a conceptual site plan or subdivision plat for the project.

**Applications should be filed with
Planning & Development Services, City of Flagstaff
211 W. Aspen Ave., Flagstaff, AZ 86001
(928) 213-2619
cdfrontcounter@flagstaffaz.gov**

Processing Time

1. A minimum of 30 calendar days is required to process an application for a Planning and Zoning Commission hearing. The Commission meets the second and fourth Wednesday of each month.
2. Each request for an annexation shall be advertised in a local newspaper at least 15 calendar days prior to the public hearing.
3. All property owners within the proposed annexation area shall be mailed a public notice notifying them of requested annexation and hearing date.
4. The requested annexation will be scheduled for a public hearing by the City Council subsequent to action by the Commission.
5. Fees: See Zoning Code Appendix 2 (Fee Schedule). A request for continuance of public hearing at the request of applicant: 25% of original fee. Fees are payable when the application is submitted and are non-refundable.