

**Staff Use Only**

Application Number: _____

Project Name: _____

Admin. Fees Received: \$ _____

By: _____ Date: _____

Complete: Y N

Zoning Requested: Y N

Zoning Application Number: _____

ANNEXATION (2)

Petition Instructions

One (1) original and three (3) copies of the following should be delivered to the City with a completed Land Use Application Form (marked for Petition and, if applicable, Zoning). Original signatures should be in blue ink. All copies should be collated, tabbed and secured by a binder clip. Copies to be filed with the County (marked w.*) must have 1 inch margins.

1. Letter to City Council requesting annexation to the City of Craig, signed by property owner or representative.
2. Copy of executed agreement for payment of development review expenses incurred by the City.
3. Annexation Agreement. *
4. Petition for Annexation.
5. Annexation Map. *
Submit 4 paper copies, sized 24" x 36" meeting all technical drawing requirements of Craig City Code (16.13.090).
6. Concept Plan Map. *
Submit 5 paper copies sized 24" x 36", and 15 reduced copies at 11" x 17" meeting all technical drawing requirements of Craig City Code (Section 16.13.100).
7. AutoCAD™ Drawing File (release 12 or higher).
Submit annexation map(s), concept plan map, existing conditions map & title sheets and all fonts used, on an acceptable form of electronic transfer.
8. Word Processing File.
Submit legal description, annexation impact report & City Comprehensive Plan Project Summary in acceptable form of electronic transfer.
9. Title Commitment current within 30 days of submittal of Annexation Petition.
10. Mailing Labels, as identified in Craig City Code 16.13.060.
11. Paid property tax statement for prior year for all property to be annexed.
12. Annexation Assessment Report as described in Craig City Code 16.13.070.B.13.
13. Water Rights Report, including signed warranty deed(s) as specified in Craig City Code 16.13.070B.11.
14. Zoning. (See Craig Municipal Code 16.03).
If zoning is requested simultaneously with annexation, please attach a completed zoning application, proposed zoning map and zoning application and recording fees.
15. Letters of Support.
Attach letters from all special districts servicing, or proposed to service, the area to be annexed.

Note: The City must certify this application is complete and complies with all submittal requirements or reject it as incomplete. Applicants will be notified of any deficiencies in the submittal. Incomplete submissions will not be processed or referred to the City Council.

For additional information regarding Annexation, see Craig Municipal Code Chapter 16, Article 13.