



Town of Queen Creek
 Development Services Department
 22358 S. Ellsworth Rd.
 Queen Creek, AZ 85142-9311
 480-358-3003

ANNEXATION APPLICATION

SUBJECT INFORMATION

Project Name (if applicable)		
Address or Location:	Assessor's Parcel No.	Acreage:

Property Owner

Name		Organization	
Mailing Address	City	State	Zip
E-Mail	Telephone		

Applicant

Name		Organization	
Mailing Address	City	State	Zip
E-Mail	Telephone		

OWNER AUTHORIZATION

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

 Property Owner Signature

 Date

 Applicant Signature

 Date

ANNEXATION REVIEW TIMEFRAME (IN DAYS)

Please note: Incomplete submittals will not be accepted.

Administrative Completeness Review (CR) of Submittal	Review of Submittal
5	30



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ANNEXATION SUBMITTAL CHECKLIST

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PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.

Project Narrative that addresses the following:

- Description of proposed Annexation; and
- Provide an explanation on how the proposed annexation meets state law requirements.

Annexation Exhibit that includes the following:

- Vicinity Map
- Scale and north arrow
- Gross Acres; and
- All exterior boundaries

Maricopa County Assessor Parcel Map (Highlight project area and provide parcel numbers) _____

Title Report for each property dated within the last six months _____

Legal Description for each parcel that includes all of the following:

- Metes and bounds description of the property including total gross acreage, sealed and signed by a Registered Engineer or Surveyor;
- Boundary Closure Report, sealed and signed by a Registered Engineer or Surveyor; and
- Legal Description Exhibit including County rights-of-way and roadways, sealed and signed by a Registered Engineer or Surveyor (legible scale);

Hard copy preprinted mailing labels (mailed to Town or hand delivered)

See Zoning Ordinance Section 3.1. _____

Pre-Application Comment Response Letter _____

FEES

- > 20 acres - \$1,600
- < 20 acres - \$1,200

Total Fees: \$ _____

NOTE: ALL FEES ARE NON-REFUNDABLE

ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable. C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. D. A municipality shall not request or initiate discussions with a person about waiving that person's rights. E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section. F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy. G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02. Per A.R.S. 9-495, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: demands payment of a tax, fee, penalty, fine or assessment, denies an application for a permit or license that is issued by the Town, or requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the Town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five business days after the Town receives that communication.