



PLANNING

Development Services Department

Date Stamp

APPLICATION CHECKLIST for Annexation

Service Request#: SR Case Number: AN

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.

1. **ONE (1) HARD COPY OF EACH ITEM MARKED WITH "X" BELOW (FOLD TO 9" X 12" MAX.)**
2. **ONE (1) PDF SUBMITTAL WHICH COMBINES ALL ITEMS (20 MEGS MAX.)**

Required

Yes No

- | | | | |
|----|-------------------------------------|--------------------------|---|
| 1. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Completed Master Application |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Applicant's Signature on Master Application |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exhibit Map Highlighting Parcels Proposed for Annexation* |
| 4. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project Narrative |
| 5. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Copy of Deed/Title |
| 6. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal Description (Word Format Only) |

Signature

Printed Name

Company

Date

If you have questions regarding the items on this checklist, contact your project planner.

Project Planner

Phone

Email Address