

Appendix A

ANNEXATION TIMELINE

Listed below is a chronology of events that must occur for the annexation of property.

<u>DAY</u>	<u>ACTION STEPS</u>	<u>DEADLINE SET BY LAW</u>
	Prepare map of area proposed for annexation. Careful review of the boundaries and the description is suggested to make sure it meets contiguity, size and shape requirements.	None
	Prepare a plan, policy or procedure to demonstrate how services and infrastructure are to be provided to anticipated development within the annexed area in the next ten years.	Prior to the adoption of the final annexation ordinance.
	If state land, other than state right-of-way or land held by the state by tax deed is included in the proposed annexation, prepare information required by state land department and request approval of state lands selection board and state land commissioner.	None
1	Request from the county assessor's office and the Arizona Department of Revenue (DOR) the name and address of each owner and the assessed value of all property within the boundaries of the proposed annexation (both offices have a maximum of 30 days to respond). The request should include a letter and map of the area. DOR requests 8 copies of the submittal.	None

<u>DAY</u>	<u>ACTION STEPS</u>	<u>DEADLINE SET BY LAW</u>
15	Waiting Period - city will file in the county recorder's office a blank petition setting forth a description, an accurate map of all the exterior boundaries of the territory that is proposed for annexation and a sworn affidavit verifying that territory is not subject to an earlier filing for annexation. State lands selection board and state land commissioner approval will be filed if applicable. Send notice and copies of filings to Clerk of the Board of Supervisors and county assessor.	County holds blank petition for 30 days
30	City will advertise in local paper the area proposed to be annexed. Newspaper must be published or circulated in the city or town and the territory proposed to be annexed.	15 days before the end of the waiting period
30	City receives value data from the county assessor and Department of Revenue.	
	A. Post notice of the public hearing in at least three conspicuous public places in the territory proposed to be annexed.	6 days prior to the hearing
	B. Notice by mail to chairman of county board of supervisors.	6 days prior to the hearing
	C. Notice by mail to each owner of real and personal property within territory proposed to be annexed. Include proposed map.	6 days prior to the hearing
36	City council has public hearing to discuss the annexation proposal.	Within the last 10 days of the 30 day waiting period

<u>DAY</u>	<u>ACTION STEPS</u>	<u>DEADLINE SET BY LAW</u>
46	<p>Obtain signatures on annexation petitions:</p> <p>A. One-half or more of the persons owning real and personal property that would be subject to taxation by the city in the event of annexation. (assessed valuation).</p> <p>B. More than one-half of the persons owning real and personal property that would be subject to taxation by the city in the event of annexation. (ownership).</p>	<p>Within one year of the last day of the waiting period</p>
60	<p>Petition complete. Signed petition, copy filed with city clerk - original filed in the office of the county recorder.</p>	<p>Within one year of the last day of the waiting period</p>
61	<p>City posts public notice of special city council meeting for reading of annexation ordinance (need minimum of 24 hours notice).</p>	<p>24 hours before meeting</p>
63	<p>City council adopts annexation ordinance. (Time frame for this step depends on ordinance adoption procedure such as number of readings, optional public hearing, etc.</p> <p>Annexation protest/contest period ends and annexation becomes final.</p> <p>Clerk files copy of annexation ordinance with clerk of the board of supervisors.</p>	<p>30 days after the adoption of the annexation ordinance</p> <p>60 days after annexation ordinance becomes final</p>