



## ANNEXATION PETITION COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

### **INSTRUCTIONS:**

Below is a checklist of items that must be submitted as part of your application for an Annexation Petition. The requirements below outline the minimum information that must be provided as part of the application. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4532.

### **SUBMITTAL CHECKLIST (10% PETITION ANNEXATION)**

- ◇ (1) CD with individual pdf's of each item listed below ↓
- ◇ (1) Original plus (2) copies of the Combined Permit Application Form
- ◇ (1) Vicinity map (on 8½" X 11")
- ◇ (2) Written narrative (description of proposal)
- ◇ (1) Original plus (2) copies of Notice of Intent to to Commence Annexation letter by property owners of not less than 10% in value of the property within the annexation area.
- ◇ Public notice materials (instructions attached)

### **SUBMITTAL CHECKLIST (60% PETITION ANNEXATION)**

- ◇ (1) CD with individual pdf's of each item listed below ↓
- ◇ (1) Original plus (2) copies of the Combined Permit Application Form
- ◇ (1) Vicinity map (on 8½" X 11")
- ◇ (2) Written narrative (description of proposal)
- ◇ (1) Original plus (2) copies of Notice of Intent to to Commence Annexation letter by property owners of not less than 10% in value of the property within the annexation area.
- ◇ Public notice materials (instructions attached)

### **PLAN SUBMITTAL REQUIREMENTS**

- ◆ Legal Description
- ◆ Assessor's Map
- ◆ Physical Features of Proposed Property
- ◆ Topography Map
- ◆ Utilities and Service Map
- ◆ School District Limits
- ◆ City Corporate Limits
- ◆ Zoning designation
- ◆ Comprehensive plan designation