



Development Services Department  
7501 E. Skoog Blvd.  
Prescott Valley AZ 86314  
Phone (928) 759-3050  
Fax (928)772-7829  
email: devserv@prescottvalley-az.gov

## **ANNEXATION APPLICATION SUBMITTAL CHECKLIST**

**Project Name:** \_\_\_\_\_ **Application #** \_\_\_\_\_

**Address (if applicable):** \_\_\_\_\_

We do not accept any application via facsimile. Also, no application will be accepted unless it is complete including, but not limited to, the following:

- Written request for Annexation into the Town Limits.
- Stamped Legal Description in Word format or PFD
- Proposition 207 Waiver

Annexations are processed under the provisions of Arizona Revised Statutes Section 9-741 and are subject to Town Council approval. Should the Council decide to move forward with an annexation a blank petition is filed with the Yavapai County Recorder's Office starting the required thirty (30) day waiting period and a public hearing is scheduled before the Town Council to take comment. Following the required public hearing (in accordance with ARS §9-471(A)(3)), petitions can then be gathered at the end of the thirty (30) day waiting period. Upon determination and filing of required petitions, an ordinance annexing the property can be prepared for consideration of Council action.

**No Fees are due if the Council elects to proceed with and annexation in the Town's interest.**

**Note: The applicant or his representative should be present at scheduled meetings to answer questions. Any associated building permits will be issued after Public Hearing approvals and effective date of adopted Ordinances. If construction is planned, the applicants should obtain a Building Permit application and familiarize themselves with requirements.**



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**PLANNING DIVISION –  
 ANNEXATION APPLICATION**

**Project Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **Legal: Unit:** \_\_\_\_\_ **Lot:** \_\_\_\_\_  
 (or attached Legal Description)

<i>For Staff Use Only</i>		
<b>Applicant/Owner Name &amp; Address:</b> _____ _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____	<b>Meeting Date:</b> /        / <b>Application No.:</b> _____ <b>Township</b> _____ <b>Section</b> _____ <b>Range</b> _____ Date Received: _____ Zoning: _____ Fees & Charges: _____ Receipt #/Date: _____ Assigned To: _____ Taken By: _____	
<b>Agent (If different than property owner. Agent letter must accompany submittal)/Agent Address:</b> _____ _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____		
<b>Assessor's Parcel Number(s):</b> _____       		
_____ <b>Name</b>	_____ <b>Signature</b>	_____ <b>Date</b>



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## AUTHORIZATION TO ENTER PROPERTY

APPLICATION #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Unit/Lot #: \_\_\_\_\_

Legal Description (see attached): \_\_\_\_\_

APPLICANT(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I, the undersigned, hereby give permission to the Prescott Valley Zoning Inspector (or any Deputy Inspector) in the discharge of his/her duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Prescott Valley Town Code, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed or used in violation of the Prescott Valley Town Code; or for any investigations for conditions, compliance and stipulations under the terms of the Prescott Valley Town Code and public hearings concerning this parcel. Such entry shall be within 60 days of the date of my signature (below) or within 60 days of the scheduled date of a public hearing for review, transfer or renewal of the application. Such entry shall be limited between the hours of 7 A.M. and 6 P.M. MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or verbally) at any time.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(check one)

- Owner
- Agent for \_\_\_\_\_

STATE OF ARIZONA     )  
  ) ss  
COUNTY OF YAVAPAI    )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ before me, the undersigned Notary Public, personally appeared who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal,

Notary Public: \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_