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*Annexation Request Application Checklist:*

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- \_\_\_ Pre-Application Interview with DPW Director or Neighborhood Preservationist
- \_\_\_ Application Form
- \_\_\_ Petition for Annexation
- \_\_\_ Application Fees of \$500.00 (non-refundable)
- \_\_\_ Certificate from the Registrar verifying all owners are registered voters
- \_\_\_ Certificate from the Tax Assessor verifying all property owners are current on tax rolls
- \_\_\_ Plat with property to be annexed (Plat must show acreage)
- \_\_\_ Total Number of Population in the annexed area
- \_\_\_ Letter Describing Reason(s) for Request
- \_\_\_ Aerial of Site
- \_\_\_ Photos of Existing Property
- \_\_\_ Letter of consent if Not the Property Owner
- \_\_\_ Other:

**Notes:**

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