



# CITY OF CHANDLER: ANNEXATION GUIDE AND APPLICATION

The purpose of this guide is to provide a convenient informational source regarding the City of Chandler's annexation process and procedures.

For more information regarding the annexation of one or more properties, please contact the Transportation & Development Department, Planning Division at 480-782-3000.

## Frequently Asked Questions:

**1. What is annexation?**

Annexation is the process by which the city expands its boundaries into adjacent areas not already incorporated into the city.

**2. What rules must be followed for a property to be annexed into the city?**

Annexations are governed by Arizona Revised Statutes (A.R.S. 9-471). State regulations prescribe a specific process that must be followed in order for an annexation to occur.

**3. How long does the process take?**

A typical process, following state statutes, will take approximately 4 months but may take longer depending on several factors including the time required to obtain signatures from the property owner(s) and the availability of City Council meetings (typically, City Council will meet twice a month, but may meet only once a month sometimes, which would push out the timeframe).

**4. Who do I contact to start the annexation process or have additional questions?**

Please contact the Planning Division of the Transportation & Development Department at 480-782-3000 and request to speak with the Planner on call. If new development is proposed, it would be advisable to submit a Pretech application (see process #1 on the next page).

**5. What do I need to submit to start the annexation process?**

To start the annexation process, the property owner(s) or property owner(s) representative will need to submit a completed application together with a letter signed by the property owner(s) requesting annexation into the City of Chandler, a complete legal description of all properties requesting annexation, and an accurate map of the properties will need to be submitted.

**6. Are there fees associated with annexation?**

Currently there is no application fee for requesting annexation. If development occurs on the property after annexation, the property will be subject to a several development related fees such as rezoning application fee (if necessary), building permit fees, and impact fees.

**7. What are the benefits of annexation?**

Benefits include city services such as fire, police, and emergency medical services, water and wastewater services, solid waste and trash collection services, parks and recreation programs, zoning and building regulation protection, and participation in City of Chandler government.

**8. Will my taxes increase?**

Historically, property taxes have been less in the City of Chandler. This is primarily due to the special Fire District fees that are assessed to County islands; however, this cannot be guaranteed that City taxes and/or Fire District fees for County properties will not change in the future.

**9. Will my street name or address change?**

Depending on the location of the street, the name may be changed to match the alignment of an existing City street. The address number will be changed from the typical five digit number the County uses to a three or four-digit City address number.

## The Annexation Process:

1. Before submitting an annexation application, it is important to contact the Planning Division at (480) 782-3000 or by visiting the office located at 215 East Buffalo Street, Chandler AZ 85225, to confirm that the property is eligible for annexation pursuant to Arizona Revised Statutes. If new development will be proposed on the property following annexation, it would behoove the applicant to submit a [Preliminary Technical Site Plan \(Pretech\) application](#) before submitting an application for annexation. There is no fee for the Pretech application review, during which several City divisions (e.g., Planning & Zoning, Building, Civil Engineering, Fire, Transportation, Municipal Utilities) review the plans and provide comments. The intent of the process is to identify major issues and provide guidance on a development proposal to help applicants make informed decisions prior to investing a considerable amount of resources on a development project.
2. If the property requested to be annexed meets the requirements as prescribed by state statutes, the next step is to submit the following documents to the Planning Division located at 215 East Buffalo Street, Chandler AZ 85225: *(there is no fee to submit the application)*
  - Completed application, signed by property owner(s)
  - Letter signed by the property owner(s) requesting annexation, and which references the APN parcel number(s), the map, and the legal description
  - Map of the property location and boundaries
  - Legal description of the property
3. After submitting the application and required documents listed above, Staff will review the legal description and map for accuracy. If the map and legal descriptions are not accurate, Staff will contact the property owner(s) or designated contact on the application and request the modifications be made. If the map and legal description is correct, Staff will circulate the request throughout the Department to determine if there would be any issues from an operational or serviceable standpoint (approximately 15 – business days).
4. Planning staff will prepare a public hearing schedule using the next available Council hearing dates and send the schedule to the property owner(s) or designated contact on the application. During this time, Staff will also request from Maricopa County Assessor's office and the Arizona Department of Revenue the name and address of each owner and the assessed value of all property within the boundaries of the proposed annexation.
5. Staff will file a blank annexation petition, legal description, accurate map, and a sworn affidavit verifying that territory is not subject to an earlier filing for annexation with the Maricopa County Recorder's office on a date that is consistent with the schedule. The blank petition filing begins a 30 (thirty) day waiting period. Notices of the filing will be mailed to the Clerk of the Board of Supervisors and the Maricopa County Assessor.
6. 15 days before the end of the waiting period, Staff will advertise in a local newspaper the area proposed to be annexed.
7. At least 6 (six) days before the public hearing in the next step, Staff will post 3 signs in 3 conspicuous public places located on the subject property (usually along major roads), and

notices will be mailed to the Chairman of the Board of Supervisors of Maricopa County, and to all owners of real and personal property within the area to be annexed as reported by Maricopa County Assessor's office and the Arizona Department of Revenue.

8. City Council will hold a public hearing to review the proposed annexation, within the last 10 days of the 30 day waiting period.
9. After the public hearing, the annexation petition will need to be signed by the property owner(s) and submitted to Staff within one (1) year of the above public hearing. If the petition is not filed within the year timeframe then the annexation request will become null and void.
10. Once the signed petition has been submitted to the City, Staff will schedule an introduction of an ordinance to the City Council, formally requesting the annexation. It is important to get the signed petition to Staff as soon as possible in order to remain on the schedule that Staff prepared in step 4 of the process. At least twenty-four (24) hours before the Council meeting, the City will post notice of the proposed annexation ordinance on the City's web site.
11. Planning Commission will review a request for initial City zoning on the subject property that permits densities and uses no greater than those permitted by the County immediately before annexation. The property does not automatically inherit zoning from Maricopa County after annexation becomes final. Therefore, during the preparation of the schedule in step 4, Staff will schedule the initial City zoning to be reviewed by the Planning Commission after the introduction of the annexation ordinance is adopted by Council.
12. Final adoption of the annexation ordinance will be presented to Council for approval. The annexation protest/contest period ends and annexation becomes final thirty (30) days after the final adoption of the ordinance.
13. Introduction of ordinance for initial zoning will be presented to Council for approval.
14. Final adoption of ordinance for initial zoning will be presented to Council at the following Council meeting. The zoning protest/contest period ends and the initial City zoning becomes effective 30-days after the final adoption of the ordinance.



# Annexation Application

Project Name (if any):	Date:
Property Address or General Location/Intersection:	
Parcel Number(s):	Gross Acreage:
Property Owner Name(s):	Property Owner Phone Number(s):
Property Owner Address(es):	
Applicant (Designated Contact):	Applicant Phone Number:
Applicant email address:	
<p>I, _____, the owner of the property described herein, authorize the applicant designated above to file this annexation application and to act as the point of contact for matters relating to this annexation on my behalf. <i>For multiple property owners write "see attached" below and include similar authorization language (as above) in the letter that is signed by all property owners.</i></p> <p>_____</p> <p>Property Owner Signature</p>	

The following documents must be submitted together with this application:

- (1) A letter requesting annexation that is signed by all property owners. If more than one property owner, the letter should include authorization language above. The letter must also reference the parcel number, map and legal description of the subject property.
- (2) A complete metes and bounds legal description.
- (3) A complete and accurate map outlining the properties requesting annexation.

For City Use	
City CAP Type: ANX	Planner:
Notes:	

Mailing Address:  
P.O. Box 4008, MS 105  
Chandler, AZ 85244-4008

**Transportation & Development  
Department  
215 E. Buffalo St., Chandler Arizona**

Telephone: (480) 782-3000  
Fax: (480) 782-3010  
<http://www.chandleraz.gov>  
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