



**Lawrence Douglas County
Planning Office**

1 Riverfront Plaza, Ste 320, P.O. Box 708
Lawrence, KS 66044
(785) 832-7700 Fax (785) 832-3110
<http://www.lawrenceks.org/pds/>

REQUEST FOR ANNEXATION CHECKLIST

Application materials must be submitted electronically via the [Citizen Self-Service Portal](#). If you are unable to provide the materials online, please contact the Planning Office at 785-832-7700.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. The applicant will be notified if an application is determined to be incomplete.

Pre-Application Meeting

Planner's Name _____

Target Submission Date _____, 20__.

Fee: \$200 0-10 Acres +\$175 Ordinance Publication Fee

\$400 > 10 Acres +\$50 Legal Ad Fee +\$175 Ordinance Publication Fee

During the pre-application meeting, staff will assist the applicant to determine if the following items are Required or Not Applicable:

R	NA	
<input type="checkbox"/>	<input type="checkbox"/>	Consent to Annexation Form
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description of property
<input type="checkbox"/>	<input type="checkbox"/>	Copy of last recorded deed on the property
<input type="checkbox"/>	<input type="checkbox"/>	Map of requested annexation area
<input type="checkbox"/>	<input type="checkbox"/>	Any other information as requested by Staff: _____



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**General Request for Annexation
Submittal Requirements**

❖ **Attachments Required**

- ☐ Legal description of property (MS Word)
- ☐ Consent to Annexation Form (.PDF)
- ☐ Last recorded deed on property (.PDF)
- ☐ Map of requested annexation area (.PDF)
- ☐ Other information requested by staff (.PDF)

❖ **Other**

- ☐ Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.

PETITION AND CONSENT TO ANNEXATION INTO THE CITY OF LAWRENCE, KANSAS

To: The Governing Body of the City of Lawrence, Kansas:

The undersigned owners of record of the following described tract of real property hereby petition the Governing Body of the City of Lawrence, Kansas (the "City") to annex such land to the City pursuant to the laws of the State of Kansas. The land to be annexed is legally described in Attachment A, which is attached to this petition and incorporated by reference as if fully set forth herein.

Such land lies adjacent to public right-of-way which touches the City of Lawrence, Kansas boundary line.

The undersigned further warrants and guarantees that they are the only owners of record of the tract of property described in Attachment A. The petition and consent to annexation shall only be valid at such time as the property described is within 1000' of municipal (City) water utility line, and shall be binding upon all successors in title, assigns, and heirs.

Property Owner of Record: _____

Address of Owner:

Property Owner signature: _____

(If property is owned by married couple, both must sign. If corporate or partnership entity holds title, please note authority to execute petition.)

STATE OF KANSAS)
COUNTY OF DOUGLAS)

The foregoing petition and consent to annexation was acknowledged before me this _____ day of _____, _____, by _____
and affixed my official seal on the day and year last above written.

Notary Public

Date: _____