



## REQUEST FOR ANNEXATION

### Application Requirements for annexations greater than 10 acres

Application materials must be submitted in both print and electronic format, on disc. If you are unable to provide the materials in electronic format, please contact the Planning Office at 785-832-3150.

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. Incomplete applications will be returned to the applicant.

## Pre-Application Meeting

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

**Pre-submittal Date** \_\_\_\_\_, **20**\_\_.

**Planner's Name** \_\_\_\_\_

**Target Submission Date** \_\_\_\_\_, **20**\_\_.

**Fee:**   **No fee for annexation requests**  

During the meeting Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable:

- | <b>R</b>                 | <b>NA</b>                |  |
|--------------------------|--------------------------|--|
| <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: _____ |



## General Request for Annexation Submittal Requirements

### ❖ **Application Form**

- A complete Application Form, in both print and electronic format, on disc.

### ❖ **Attachments Required**

- Legal description of property in print and electronic format (MS Word).
- Consent to Annexation Form in print and electronic format.
- Last recorded deed on property in print and electronic format.
- Map of requested annexation area in print and electronic format.
- Other information requested by staff in print and electronic format.

### ❖ **Other**

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



**REQUEST FOR ANNEXATION  
DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY  
(Completed by Staff)**

The following items apply to annexation applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) by the applicant. (Circled items have not been reviewed due to time constraints.)

**Pre-Application Meeting**

**P NP**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required: |
| <input type="checkbox"/> | <input type="checkbox"/> | a). Consent to Annexation Form (See attachment)  |
| <input type="checkbox"/> | <input type="checkbox"/> | b). Legal Description (See attachment)   |
| <input type="checkbox"/> | <input type="checkbox"/> | c). Copy of last recorded deed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | d). Map of requested annexation area.  |
| <input type="checkbox"/> | <input type="checkbox"/> | e). Other information requested by staff.  |

**Other Requirements**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan. |
|--------------------------|--------------------------|---|



**REQUEST FOR ANNEXATION  
Application Form**

Pre-Application Meeting  
required minimum 7 days  
before submission  
Planner \_\_\_\_\_  
Date \_\_\_\_\_  
Fee \_\_\_\_\_

**OWNER INFORMATION**

Name(s) \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
E-mail \_\_\_\_\_ Mobile/Pager (\_\_\_\_) \_\_\_\_\_

**APPLICANT/AGENT INFORMATION**

Contact \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
E-mail \_\_\_\_\_ Mobile/Pager (\_\_\_\_) \_\_\_\_\_  
Pre-application Meeting Date \_\_\_\_\_ Planner \_\_\_\_\_

**PROPERTY INFORMATION**

Project Name \_\_\_\_\_  
Present Zoning District \_\_\_\_\_ Present Land Use \_\_\_\_\_  
Proposed Land Use \_\_\_\_\_  
Legal Description (*may be attached*) \_\_\_\_\_  
Address of Property \_\_\_\_\_  
Total Site Area \_\_\_\_\_  
Number and Description of Existing Improvements or Structures \_\_\_\_\_  
\_\_\_\_\_





**SIGNATURE**

I/We, the undersigned am/are the **(owner(s)), (duly authorized agent), (Circle One)** of the  
aforementioned property. By execution of my/our signature, I/we do hereby officially Request  
Annexation by the City of Lawrence as indicated above.

Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**STAFF USE ONLY**

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Planning Commission Date \_\_\_\_\_

Fee \$ \_\_\_\_\_



City of Lawrence  
Douglas County  
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County  
Metropolitan Planning Office**

6 East 6<sup>th</sup> Street, P.O. Box 708,  
Lawrence, KS 66044  
(785) 832-3150 Fax (785) 832-3160  
<http://www.lawrenceks.org/pds/>

**Note to Applicant:**

**Replace this page with "Exhibit A, Legal Description".**



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

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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.

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



**Determination Of Completeness, Accuracy, and Sufficiency**

I have reviewed the annexation application submitted by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application No. \_\_\_\_\_

Based upon the submitted information, I find the application to be:

- Complete (based upon the items reviewed)
- Incomplete, inaccurate, or insufficient (circle) for the following reasons:
  - The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
  - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
  - The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
  - Other

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\_\_\_\_\_  
Planner Date

Resubmit by \_\_\_\_\_ to be placed on the agenda for the Planning Commission meeting on \_\_\_\_\_. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)