

ANNEXATION CHECKLIST

PETITIONER'S NAME

PROPERTY OWNER'S NAME

STREET ADDRESS

STREET ADDRESS

CITY STATE ZIP

CITY STATE ZIP

PHONE

PHONE

FAX

LEDGER NO. _____

INITIAL	TASKS	COMMENTS
	Collect Petition & Fees Receipt #	Date
	Collect Ownership Plat & Legal Description	
	City Recorder to Verify Documents	
	Ownership Verified	
	Adjacent Property Owners Notified	
	Adjacent Entities Notified	
	STAFF REVIEW: Long Range Planner ____ City Engineer ____ Fire Marshall ____ Police ____ Sewer District ____ School District ____ Weber Basin ____ Davis County ____ Other: _____	
	City Council Accept Petition	
	Review Notices Sent	
	Planning Commission Recommendation	
	City Council Public Hearing	Date:
	Advertise Public Hearing	Date:
	Hearing Notices to Property Owners	
	Ordinance Prepared	No.
	City Council	Approved/Denied Date:
	Mylar Recorded at County	Copy of Ordinance to File