



City of Phoenix

Annexation Guidelines and Procedures

Any property owner whose property lies outside the current city limits and whose request meets the requirements as specified in the Arizona Revised Statutes 9-471, can request annexation.

Initiating the Process

1. The first step is to complete an annexation application form. Information requested on the form includes:
 - Contact information for the owner and the applicant (if different)
 - The parcel numbers and addresses of the property for which annexation is being requested
 - Current and proposed zoning uses
 - Current and proposed property use
 - Information related to any county zoning violations
 - Number of people residing in the proposed annexation area

Also, with the annexation application, the Waiver of Claims for Diminution in Value of Property is to be included. This form requires you to waive your right to make any claim for diminution in value of your property as a result of the city granting your annexation request.

Please complete these forms and mail to:

City Clerk
200 W. Washington St., 15th Floor
Phoenix, AZ 85003-1611

2. When the annexation request is received, annexation staff will prepare preliminary maps and ownerships of the property. City Departments and the City Council Office will review the application.
3. If necessary, a meeting may be scheduled with the interested parties in order to answer questions and coordinate with other city departments regarding the service area.
4. Certain conditions must be met before the City Clerk can authorize the preliminary work to begin, and efforts must be made to determine if the application meets annexation requirements. The annexation process requires a substantial amount of time to complete. There is a 30-day waiting period at the beginning and at the end

that is required by law. The amount of time in between can be directly related to the number of property owners in the proposed annexation area. An annexation is usually completed within six months.

Formal Process

- **Annexation boundaries established** – No area can be legally annexed into the city unless it has a boundary in common with the established limits of the city of Phoenix.
- **Ownership and valuation** – Annexation law requires that petition signatures be obtained from more than one-half of the property owners and the owners of one-half or more of the assessed value of the property in the area that is subject to taxation.
- **Council authorization requested** – After review and approval by the City Clerk Department, City Council Office, and City Departments, a request to file a blank (unsigned) petition is presented to the City Council.
- **Notification** – Within 30 days after a blank (unsigned) petition has been filed with the Maricopa County Recorder's Office, the Phoenix City Council will hold a public hearing to discuss the annexation proposal.
- **Petition circulation** – Petition signatures cannot be obtained during the 30-day waiting period after the filing of the blank petition with the County Recorder. Only after the 30-day waiting period has elapsed can property owners be asked to sign the petition for annexation.
- **Adoption of ordinance** – After the petition requirements for the annexation have been met, the City Council will vote on the annexation ordinance at a council meeting.
- **Annexation effective date** – The annexation will become final after the expiration of 30 days from the adoption of the ordinance.
- **Services extended** – City services begin on the 31st day after the adoption of the ordinance.