

# Annexation

Submit Application  
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

**Administrative Completeness**  
*Follow the checklist provided*

Accepted

Returned

1<sup>st</sup> Review

Missing Information Provided

Accepted

Returned for  
Corrections

Accepted

Withdraw  
Submittal

Subsequent Submittals

Accepted

Returned for  
Corrections

Public Notice and Public Hearing  
[Land Development Code Section 6.11](#)

**Notice of Decision**

# Annexation

- Staff reviews the proposed annexation to determine whether the property meets the contiguity requirements of ARS § 9-471H or is exempt from such requirements.
- Staff shall file a blank petition in the office of the Maricopa County Recorder setting forth a legal description and an accurate map of all the exterior boundaries of the proposed annexation property.
  - Map to include all county rights-of-way and roadways with no taxable value
  - Legal description shall be sealed by a registered surveyor or engineer
- Public Hearing to be held by Town Council within the last 10 days of the 30-day waiting period.
- After expiration of the 30 days from the date of the blank petition was filed, signatures may be obtained on the annexation petition:
  - Petition shall contain signatures of the owners of one-half or more in value of the real and personal property and more than on-half of the persons owning real and personal property that would be subject to taxation by the Town, as shown by the last assessment of the property.
  - A signed petition for annexation shall be filed with the Development Services division within one year after the last day of the 30-day waiting period.
- After the filing of the signed petition, Town Council may adopt the proposed annexation ordinance. If adopted, the annexation ordinance becomes effective 30 days after it is signed by the Mayor.
- Prop 207 Waiver (Diminution in Value)
  - Title Report – If the title report is more than a month old, it will not be considered current.
  - Proof of signatures rights will be needed for LLC's or Corporation's
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)

## Submittal Formatting, Required Materials and Checklist:

- Submit electronic copy** of ALL required items on checklist. (No larger than 11” x 17”)
- Purge** images of unnecessary blocks and layers (single layer) and ensure there are no security/read-only restrictions on documents.
- Save each exhibit as a separate PDF per document naming below.**

### Document Naming:

- Property Owner Authorization
- Project Narrative
- Proposition 207 (Diminution in Value) Waiver Form with Exhibits
- Parcel/Aerial Map
- Legal Description
- Annexation Exhibit

<b>Checklist</b>
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- Property Owner Authorization**
  - [Signed Letter of Authorization from property owner.](#)
- Project Narrative**
  - Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
  - Description of the proposed annexation; and
  - Provide an explanation on how the proposed annexation meets state law requirements.
- Proposition 207 Waiver with Exhibits**
  - Notarized [Proposition 207 Waiver](#) (Diminution in Value) with required exhibits
    - Exhibit A – Title Report (current)
    - Exhibit B – Legal Description & Map of Site
    - Exhibit C – Requested action setting forth any modifications, changes, deletions, or additions.
- Parcel/Aerial Map**
  - Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s).
- Legal Description**
  - Metes and bounds description of the property including total gross acreage, sealed and signed by a Registered Engineer or Surveyor; and
  - Electronic file of legal description with an electronic signature.
- Annexation Exhibit**
  - Graphic scale, north arrow, and exhibit date;
  - Legal description
  - Dimension property lines, easements, alleys, private streets and adjacent rights-of-way and all exterior boundaries;
  - Parcels with parcel number indicated;
  - Project data table: current land use; current jurisdiction; proposed jurisdiction, annexation area; existing zoning of adjacent property within 300 ft.

## Frequently Asked Questions for OneStopShop Online Portal

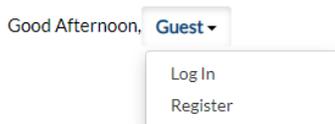
### *Where can I find instructions on how to use the OneStopShop portal?*

There are training guides and videos on the One Stop Shop page on the Town of Gilbert website (<https://www.gilbertaz.gov/departments/development-services/one-stop-shop>). Topics covered are How to Register, How to Apply for a Plan, How to View Plan Markups and Resubmit Revised Exhibits, How to Retrieve Pre-Application Comments as well as many more.

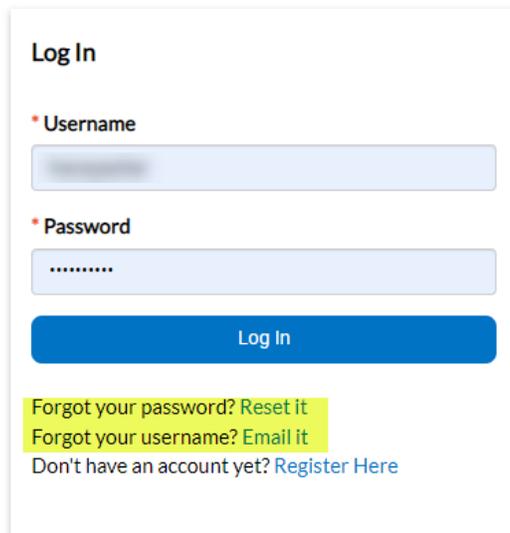
### *What do I do if I forgot my username and/or password?*

If you forgot your username or password, do not create a new account as you will not be able to retrieve records or make payments on items under the original account. Instead, you can retrieve both your login and password at the login page.

In the top right corner, Click on **Guest** and then **Log In**.



From this screen you can either reset your password or have your username emailed to you.

A screenshot of a "Log In" form. The form has a title "Log In" at the top. Below the title are two input fields: "Username" and "Password". The "Username" field has a greyed-out placeholder. The "Password" field has a masked placeholder ".....". Below the input fields is a blue button labeled "Log In". At the bottom of the form, there are three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here". The first two links are highlighted in yellow.

### *Why isn't the plan or invoice that I initially applied for showing on my dashboard?*

If you cannot access your plans or invoices after logging in, either you have more than one account or the applications for the plans were created by another user. To see if you may have another account, follow the steps above to retrieve your username and password. If someone else applied for the plan, they can add you as a contact on that record which will allow you access.