

Note: a pre-application conference is required at least 45 days prior to submittal of an application. Call the Community Development Dept. at 785-587-2412 to schedule.

The following materials are required for annexation applications

1. Submit a complete [General Application Form](#), signed by the owner(s) of record of the tract(s) of land to be annexed. If the applicant is not the owner of record, then written authority to act on behalf of owner or owners shall be attached.
2. Provide a complete and accurate legal description of the entire tract the annexation is requested for. The legal description must be typewritten, and an electronic text version submitted. If the tract is proposed to be zoned into more than one zoning district, then a separate, complete, and accurate legal description shall be provided for each proposed zoning tract.
3. A letter requesting annexation shall be attached. The letter shall be signed by the owner(s) of record of the tract(s) of land to be annexed. If the applicant is not the owner of record, then authority to act on behalf of owner, or owners of record shall be attached.
4. The proposed zoning district, or districts, shall be stated in the letter.
5. Attach a map depicting the boundaries of the tract to be annexed to the application. If more than one zoning district is proposed, then show the separate zoning district boundaries within the tract to be annexed. Accurately dimension tract boundaries. If the tract is unplatted, show and label any easements or rights-of-way to be annexed or that are adjacent to the tract. If the tract is platted, submit a copy of the plat. Show a north arrow on the map or drawing.

2018-12-06