



**Submittal Standards**

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders.
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the proposed project	Narrative
Legal description of the property to be annexed <ul style="list-style-type: none"> <li>• Include a metes and bounds description commencing at a section corner or quarter corner to the section line (when applicable) or center-line of all adjacent roadways, stamped and signed by a registered professional land surveyor, (please also provide a basis-of-bearing from a section corner to an adjacent quarter-corner to allow for accurate input into our GIS system)</li> <li>• Scaled exhibit map showing the boundaries of the legal description in compliance w/ the requirements of the Idaho State Tax Commission Property Tax Administrative Rules IDAPA 35.01.03.225.01.h</li> <li>• If requesting more than one zoning designation, include a legal description for each zone along with an overall annexation/rezone boundary description. Also include the boundaries of each different zone on the map</li> </ul> <i>*Note: When also submitting a Preliminary Plat application, a separate legal description is required for the boundaries of the plat, excluding property to the section line or center-line as required for annexations/rezone</i>	AZ Exhibit
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property	Vicinity Map
<b>For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:</b>	
Submit a PDF copy of the conceptual engineering plans, including pipe sizes and profiles	*Public Utility Plan
AutoCad version of the conceptual engineering plans in a format that complies with the specifications for project Drawings click <a href="#">here</a>	*Autocad file

**Additional Requirements for Annexation Applications:**

Description	Document Naming Convention
Required if this application is not accompanied by a plat, conditional use permit, or planned unit development application, submit a conceptual development plan and elevations for the property	*Concept Plan and Elevations

\*Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Acela.