

Annexation Process
Generalized Concept

Applicant submits required documents via the online portal

7-10 days

Planning reviews for completeness

If incomplete, additional items requested

Fee paid upon completeness

5-7 weeks

Departments review, staff documents prepared (maps, reports, PHN Notices)

DA* drafted

Min. 70 days from complete app.

Planning and Zoning (P&Z) Public Hearing (PH) Tentatively Scheduled

Prior to PH

P&Z PH Notices sent to jurisdictions, media, and site posting

Process on hold until DA Signed by Applicant

Approximately 3-5 weeks after P&Z Hearing

P&Z Public Hearing

Zone Recommendation and Minutes

Prior to PH

City Council (CC) PH notices sent to jurisdictions, media, and site posting

Next available City Council session

City Council Public Hearing

Min. 5 weeks

Staff drafts Ordinance

Min. 5-7 weeks

Reasoned Decision, minutes and Ordinance final approval by CC

2-3 weeks

Recorded documents provided to applicant

Legend

Purple = *Development Agreement (DA)

Red = Approximate Timeline

Light blue = Major Step