



## INSTRUCTIONS FOR FILING FOR ANNEXATION

1. The applicant (owner or authorized agent) shall provide a complete application to the Department of Planning and Development, 723 W. Markham Street, Little Rock, Arkansas 72201-1334, consisting of the required submittal documents and the submission of a filing fee. An application must be complete at the time of filing. Any additional documents requested by staff for clarification and review must be submitted to staff no later than three (3) weeks before the meeting date.

### 2. Submittals:

- A. Cover Letter
- B. Annexation Application
- C. Authorization of Representation Affidavit
- D. Petition for Annexation
- E. Legal Description
- F. Survey
- G. Title Verification
- H. Contiguity Confirmation
- I. AGIO Certification Letter
- J. Judge's Order

3. **Filing Fee:** Payment of a filing fee is required no later than the published docket closing date. Said fee is established by the City's Fee ordinance (LRC § 23-3). The filing fee is \$250.00.

### 4. Submittals Descriptions:

#### A. Cover Letter

The cover letter must set forth the annexation request to thoroughly inform the Planning Commission and Board of Directors of the request.

#### B. Annexation Application

The application can be found on Page 3 of this packet.

#### C. Authorization of Representation Affidavit

If application is being made by an agent of the owner(s), an additional separate form "Authorization of Representation Affidavit" will be required for each owner.

#### D. Petition for Annexation

A notarized petition signed by all property owners, confirming their request, filed with Pulaski County.

#### E. Legal Description

An accurate legal description of the lands desired to be annexed.

#### F. Survey

A survey of the lands desired to be annexed prepared by a licensed surveyor.

#### G. Title Verification

A letter from a certified abstractor or title company confirming that the petitioners are the legal owners of record.

#### H. Contiguity Confirmation

A letter or verification from a licensed surveyor or engineer affirming that the subject properties are contiguous with existing city boundaries.



**Department of Planning and Development**

723 West Markham Street

Little Rock, Arkansas 72201-1334

**Planning**

**Development**

**Building Codes**

I. AGIO Certificate Letter

A letter confirming coordination the proposed boundary change with the Arkansas Geographic Information Systems Office as specified in A.C.A. § 14-40-101.

J. Judge's Order

Order from the County Judge confirming petition meets the requirements of subdivision (b)(2) of A.C.A. § 14-40-609.

**5. Public Notice Requirements:**

The applicant is not required to post public notice signs or mail out public notice letters.

**6. Please Note:**

- A. Submission of an incomplete application or noncompliance with the above may cause your application to be withheld and not considered at the meeting and may require the payment of an additional filing fee.
- B. Please check with the Planning Staff for the appropriate fee and filing date for the Planning Commission Public Hearing.



Department of Planning and Development

723 West Markham Street

Little Rock, Arkansas 72201-1334

Planning

Development

Building Codes

APPLICATION FOR ANNEXATION

Application is hereby made to the Little Rock Board of Directors, through the Planning Commission, petitioning for annexation of the following described area:

Legal Description (identify below or attach separately):

Street Address or Proximal Location: \_\_\_\_\_

Present use of property: \_\_\_\_\_

Proposed use and redevelopment timeline of property: \_\_\_\_\_

Title to this property is vested in [print owner name(s)]:

If an individual other than the title owner(s) files this application, attachment of form "Authorization of Representation Affidavit" is required for each owner.

Owner/Agent Name: \_\_\_\_\_

Owner /Agent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner /Agent Phone Number: \_\_\_\_\_

Owner /Agent Email: \_\_\_\_\_

DO NOT FILL IN - FOR STAFF USE ONLY

PLANNING COMMISSION DOCKETED FOR \_\_\_\_\_ AT \_\_\_\_\_ PM.

FILE NUMBER A- \_\_\_\_\_

PLANNING COMMISSION ACTION:

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

DATE: \_\_\_\_\_

BOARD OF DIRECTORS ACTION:

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

DATE: \_\_\_\_\_



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AUTHORIZATION OF REPRESENTATION AFFIDAVIT

I, \_\_\_\_\_ do hereby authorize  
*Property owner (print)*

\_\_\_\_\_ to represent me and my interests in an  
*(print Agent’s name and business)*

Application for \_\_\_\_\_ on the following property described below.  
*(type of application(s))*

I have reviewed the proposed application and I have indicated so by initialing a copy of the submittals that are attached.

Property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_  
Title Holder’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent’s Signature

\_\_\_\_\_  
Date

Subscribed and sworn to me, a Notary Public on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_