



For Planning Department Use Only  
 Date Received:  
 PC Case Number:  
 Planner:  
 DRC Date:

## Annexation Checklist

The following information shall be included as part of an annexation application when submitting to the Planning Division. Please include a copy of this checklist when submitting your application.

<b>Project Name:</b>	
<b>Address/Location:</b>	
<b>Property Owner(s):</b>	
<b>Applicant:</b>	

\* denotes mandatory item for application to be considered complete. All other items are as applicable.

	Item Description	Provided (✓)	Applicant comments <i>(attach sheet for additional comments)</i>
<b>Submittal Requirements</b>			
*	Complete application with related fees and agent authorization form.		
*	Digital submission of application. Acceptable formats include pdfs, CD, or USB drive. Please send pdfs to <a href="mailto:DRCDigital@cityoffrederickmd.gov">DRCDigital@cityoffrederickmd.gov</a>		
*	Annexation Petition in accordance with <a href="#">Section 1104(b)(1)</a>		
*	Annexation Plat in accordance with <a href="#">Section 1104(b)(4)</a>		
*	Boundary Survey in accordance with <a href="#">Section 1104(b)(3)</a>		
*	Outline for Extension of Services in accordance with <a href="#">Section 322(c)</a>		
*	Annexation Survey Control in accordance with <a href="#">Section 1104(b)(2)</a>		
*	Notice to Proceed from pre-application process		