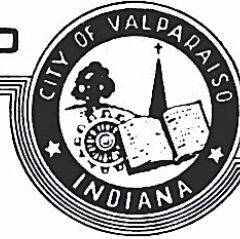


CITY

VALPARAISO



INDIANA

OFFICE OF
PLAN COMMISSION

166 LINCOLNWAY
VALPARAISO, INDIANA 46383
www.ci.valparaiso.in.us

TELEPHONE (219) 462-1161
FAX (219) 464-4273

ANNEXATION

APPLICATION REQUIREMENTS

Please note: A petition for annexation must be submitted no later than 30 days in advance of the public hearing date (regular Plan Commission submittal deadlines do not apply). This requirement is based on the time necessary to complete the required fiscal plan for the requested annexation. The Plan Commission meetings are at 7:00 pm on the 2nd Tuesday of every month.

Failure to meet any of the applicable requirements below will result in your application being held by Planning staff until such time as all requirements are met.

- **Fully completed Plan Commission Petition with required signatures and written consent of owner(s) if required (dependent upon type of annexation- voluntary or involuntary)**
- **Names and addresses of each property owner for property included in the annexation area**
- **Property card or printout for each property included in the annexation obtained from Auditor's Office**
- **A list of all assessed valuations (land and improvements) for all land included in the annexation**
- **If the property or portions thereof to be annexed are vacant, provide an estimate of the value of development or improvements to take place on the land in the future**
- **If property is vacant/undeveloped or partially developed, provide a development plan or site plan showing intended development or site improvements**
- **A legal description prepared by a Professional Land Surveyor of the annexation area including proof of contiguity to existing City limits**
- **Twelve copies of a plan or map showing geographic representation of area to be annexed in comparison to existing city limits, including property dimensions of all properties included in the annexation**
- **Copies of all deeds or land contracts for all 100% or voluntary annexations (where at least 50% of all owners of property or owners of 65% of all assessed valuation of the property included in the annexation sign the annexation petition) to verify land ownership**
- **Cash or check in the amount of \$500 payable to the City of Valparaiso**