

CITY OF PORT WASHINGTON

SUBMITTAL REQUIREMENTS FOR ANNEXATION APPLICATIONS

All applications **MUST** contain the following information in the format described. Applications will **NOT** be accepted if any of these items are missing or incomplete.

- Completed application form and required fee;
- Signature on the application;
- Annexation name;
- A letter of intent detailing what is being requested;
- A complete legal description of the property to be annexed and known acreage; and
- Twenty (20) copies of an accurate map of the property to include:
 - ✓ A scale no smaller than 1" = 100 feet for tracts less than ten (10) acres and no smaller than 1" = 200 feet for tracts greater than ten (10) acres;
 - ✓ Annexation boundaries (to include adjacent rights-of-say, if not already annexed into the City) and existing boundaries of the City;
 - ✓ Existing zoning;
 - ✓ Proposed zoning;
 - ✓ Existing roads, easements or dedications, and buildings; and
 - ✓ Existing features (i.e. trees, utility lines, floodplains, wetlands).