



## INSTRUCTIONS FOR MAKING APPLICATION FOR ANNEXATION

1. The applicant (owner or authorized agent) shall submit completed application forms and present filing fee at the Department of Planning and Development, 723 West Markham.
2. The applicant shall submit a copy (hardcopy or PDF) of the following: completed Petition for Annexation; Confirmation letter for the Arkansas Information Systems Office (AGIO); survey of the area to be annexed; signed Judge's Order for the annexation; and List of Services requested.
3. The applicant shall submit as part of the application a cover letter outlining the reason(s) for annexation with the existing and proposed use of the land. In addition the applicant shall provide a proposed timeline for (re)development of the land.
4. A filing fee as prescribed by ordinance shall be paid no later than the published docket closing date.
5. 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.

**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 AND/OR RENOTIFICATION OF PROPERTY OWNERS.

**NOTE:** Please check with Planning Staff for the appropriate fee and filing date for the Planning Commission Public Hearing.



**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:

Street Address or location description of the subject area:

\_\_\_\_\_

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

Proposed use and (re)development timeline of property:

\_\_\_\_\_

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

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

Owner/Agent (Printed Name): \_\_\_\_\_

Owner /Agent Street, City, State, & Zip: \_\_\_\_\_

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

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

**DO NOT FILL IN - FOR STAFF USE ONLY**

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

CASE FILE # A- \_\_\_\_\_

FILING FEE: \$ \_\_\_\_\_

PLANNING COMMISSION ACTION:

BOARD OF DIRECTORS ACTION:

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

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

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

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

ORDINANCE #: \_\_\_\_\_

DOCUMENTING OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**ANNEXATION  
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: \_\_\_\_\_