



ANNEXATION APPLICATION CHECKLIST

All of the following submittals are required. Incomplete applications will not be accepted. Applications shall include one digital copy of all project documents. All digital documents shall be in .pdf format only.

- Completed **Checklist** (this form).
- Completed **Planning Permit Application**.
- Project Description**. Written description of the proposed annexation, reason for bringing properties into the City, proposed or contemplated development, and any other relevant information supporting the requested annexation.
- List of **properties proposed to be annexed** and total number of parcels, including addresses, APNs, size in acres, proposed zoning, property owner(s), contact information (including name, address, email, and phone number), and property owner(s)' signature(s).
- Scale drawing** showing proposed annexation area, surrounding parcels, and land uses up to 300 ft., including City boundary line and sphere of influence line.
- Assessor's Parcel Map(s)** clearly indicating parcel(s) to be annexed.
- Neighborhood Context Map** showing the surrounding area to a 500ft radius, with streets and surrounding uses labeled. Include a north arrow. (Labeled aerial photo is adequate)
- Environmental Overview Form**. Check with Community Development staff to determine whether this form is required. The [Environmental Overview Form](#) is available on the City's website. **Please note that environmental review for your project may require additional detailed studies, including traffic, biological resources, acoustics/noise, cultural resources, geology/soils, hydrology/hydraulics, air quality/greenhouse gas emissions, or others. City staff will evaluate the need for such studies, which are at the applicant's expense, as well as environmental impact analyses.**
- Filing fee**. See the current City of Cotati [Fee Schedule](#). Fees and/or initial deposits will be determined at the time of application submittal.