

City of Notus

P.O. Box 257
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Notus, Idaho 83656
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Annexation Checklist

STAFF USE ONLY:

Project Name: _____ File Number: _____

Applicant/Agent: _____ Date Received: _____

****Please ensure you have had a pre-application discussion with a member of City staff prior to submitting your application.**

Did you discuss this application with a planner? ___ Yes ___ No

Date of pre-app discussion: ___ / ___ / ___ Type: (in person, phone call, etc.) _____

Applicant	Description
	Completed Master Application Form
	Signed Property Owner Acknowledgement
	Recorded deed for the subject property
	Vicinity map showing the location of the subject property
	Narrative fully describing the reason for the proposed annexation, the proposed use of the subject property, effect to the Notus Schools, and the condition of the existing potable water supply and sewage system
	Legal description of the subject property in a word formatted document, prepared by a licensed land surveyor.
	A list obtained through the County Assessor's office showing property owners and addresses of such owners that identifies properties within a radius of three hundred feet (300') from the external boundaries of the property described in this application.
	All items of the Plot Plan Checklist have been met
	Neighborhood Meeting sign-in sheet
	Associated Fees

All of the above items shall be submitted in 8 ½ x 11-inch paper format (maps to be folded on 8 ½ x 11 size) and in electronic format on either a jump drive or CD. Please be aware the jump drive or CD will become part of the file and will not be returned.