



For Planning Department Use Only
 Date Received:
 PC Case Number:
 Planner:
 DRC Date:

Annexation Checklist

The following information shall be included as part of an annexation application when submitting to the Planning Division. Please include a copy of this checklist when submitting your application.

Project Name:	
Address/Location:	
Property Owner(s):	
Applicant:	

* denotes mandatory item for application to be considered complete. All other items are as applicable.

*	Item Description	Provided (✓)	Applicant comments <i>(attach sheet for additional comments)</i>
Submittal Requirements			
*	Complete application with related fees and agent authorization form.		
*	Digital submission of application. Acceptable formats include pdfs, CD, or USB drive. Please send pdfs to DRCDigital@cityoffrederickmd.gov		
*	Annexation Petition in accordance with Section 1104(b)(1)		
*	Annexation Plat in accordance with Section 1104(b)(4)		
*	Boundary Survey in accordance with Section 1104(b)(3)		
*	Outline for Extension of Services in accordance with Section 322(c)		
*	Notice to Proceed from pre-application process		