



ANNEXATION PROCESS GUIDE

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ANNEXATION PROCESS

To initiate an a request for annexation, the land owner must file an application with the Community Development Department using the appropriate city application form and providing the information outlined on the “Application for Annexation - Supplemental Instructions and Information,” along with the required nonrefundable filing fee of \$1,200 plus a \$6,000 deposit for staff processing expenses.

If the area proposed for annexation contains any territory that was part of an unsuccessful annexation attempt within the past forty-five days, the City will not accept an application for an annexation petition unless the property owner waives the forty-five day waiting period for their property that was part of the original unsuccessful annexation.

Upon receipt of a completed application, the City of Goodyear uses a two step process for the review of an annexation request.

Step 1.

1. Staff routes the annexation request for review by the appropriate city departments to assess the potential impact of the annexation proposal on the City and to determine whether the City would be able to provide services to the newly annexed territory.
2. Upon completion of that review, comments will be provided to the applicant for the purpose of obtaining additional information or addressing potential impacts of the proposed annexation. Staff may request that the applicant submit additional information and route the re-submission for another review by the appropriate city departments.
3. Once the application has received an adequate review by Staff, the annexation proposal will be scheduled for review by the Mayor and Council at a regular or special meeting of the City Council.
4. The City Council will consider the annexation proposal, and make an initial determination whether or not to authorize Staff to proceed with the annexation.
5. If authorization to proceed is not provided by the City Council, then no further action on the annexation will be taken. Staff will refund one-half of the fee paid by the applicant.
6. If the City Council determines that the annexation would be in the best interests of the City and should proceed, Staff will begin the formal annexation process in accordance with the State statutory requirements for annexing the land into the City, as outlined in **Step 2.** The decision at this stage to proceed to Step 2 in no way ensures that the annexation will be approved.

Step 2.

7. A blank (unsigned) petition containing the legal description and an accurate map of all exterior boundaries of the territory proposed to be annexed, including all County rights-of-way and roadways with no taxable value, shall be filed with the County Recorder by the City. Notice and a copy of the filing shall be given to the Clerk of the Board of Supervisors and to the County Assessor. If State land is included in the territory to be annexed, written approval of State Land Commissioner and the Selection Board (established by ARS Section 37-202) shall also be filed, unless the State land is utilized as State rights-of-way or held by the State by tax deed.
8. Signatures for annexation shall not be obtained for 30 days after filing the blank (unsigned) petition (30-day waiting period).
9. The City Council must hold a public hearing within the last 10 days of the 30-day waiting period to discuss the annexation proposal.
10. Notice of the public hearing must be published in a newspaper of general circulation at least six days prior to the hearing and at least fifteen days before the end of the 30-day waiting period.
11. Notices of the public hearing must be posted in at least three conspicuous public places in the territory proposed to be annexed at least six days prior to the hearing.
12. Notice of the public hearing must be sent by first class mail to the Chairman of the County Board of Supervisors at least six days prior to the hearing.
13. Notice of the public hearing, along with an accurate map of the proposed annexation area, must be mailed first class to each owner of real and personal property that would be subject to taxation by the City in the event of annexation at least six days prior to the hearing.
14. Notice of the public hearing should be sent to any Fire District that has territory within the area proposed for annexation at least six days prior to the hearing.
15. Within one year after the last day of the 30-day waiting period, signatures by the owners of one-half or more in value and more than one-half of the persons owning real and personal property that would be subject to taxation by the City upon annexation, must be obtained on the previously recorded blank petition together with date when the petition was signed. The signed petition then must be filed in the office of the County Recorder. Prior to, or concurrent with, the submission of the signed petition to the office of the County Recorder, the petitioner or the City shall submit to the County Recorder a sworn affidavit verifying that no part of the territory for which the filing is made is already subject to an earlier filing for annexation. The County Recorder will not accept a filing for annexation without the sworn affidavit.
16. No alterations increasing or decreasing the proposed annexation area can be made after a property owner has signed a petition.

17. Provided all annexation requirements have been compiled with in a timely manner, an annexation ordinance will then be presented to the City Council for adoption. At least 30 days prior to the City Council meeting, notice must be sent to any Fire District that has territory within the area proposed for annexation advising the Fire District of the proposed annexation.
18. The annexation shall become final after the expiration of thirty (30) days from the adoption of the ordinance annexing territory by the City, provided the annexation ordinance was adopted in accordance with procedures established by statute, charter provisions, or local ordinances and provided no petitions in objection have been filed. If petitions in objection have been filed, the annexation shall not become final until the court has determined the validity of the annexation.
19. The City shall record the annexation ordinance in the office of the County Recorder in a timely manner to provide notice that the annexation has been completed. A copy of the recorded annexation ordinance also should be provided to the Office of the County Assessor.
20. If the property annexed had been part of a Fire District, pursuant to ARS Section 48-813, in addition to sending a copy of the annexation ordinance to the Office of the County Assessor, a notice must be sent to the Office of the County Assessor specifically stating that the City has elected to provide fire service to the newly annexed territory and the effective date of such change. A copy of the notice also shall be sent to the Fire District who will no longer be responsible to provide such fire service. The taxes assessed against the property will continue to be assessed until the July 1 following the date that the annexation was completed, provided the Office of the County Assessor was notified of such action in a timely manner.