

Annexation Agreement Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

1. 8.5" x 11" document size, as a Pdf digital file AND Word document digital file provided on a CD along with any other submittal documents
2. Titled "EXHIBIT "A" ANNEXATION AGREEMENT _____ LOCATED _____ CONSISTING OF _____ ACRES" at the top center of first page.
3. The context of the document should be developed pursuant to 3-4 Annexation Agreement Template. Please contact the Planning and Zoning Office to request a copy of the "3-4 – Annexation Agreement Template" Microsoft Word Document.

Section Two: Data Requirements

1. There are no specific Data Requirements for this Document beyond what is included in the "3-4 – Annexation Agreement Template".

Section Three: Depicted on the Document

1. There are no specific items to be depicted on this Document beyond what is included in the "3-4 – Annexation Agreement Template".

Section Four: Signature Certificates, Statements and Easement Provisions

1. No additional signature certificates, statements and easement provisions are required on this Document beyond what is included in the "3-4 – Annexation Agreement Template".

Section Five: Most Common Mistakes

1. TBD