



Administrative Policy
ANNEXATION
Community Development –A416

Effective Date:

March, 2014

Revised Date:

Annexation Procedures and Policies

Summary

This purpose of this policy is to define the procedures and policies for the annexation of property into the Town of Payson. The overall annexation process is governed by A.R.S. §471. This policy may be updated from time to time to incorporate changes required by state statutes.

Process

The Annexation Process is initiated by the requesting party filing an application with the Planning and Zoning Division and paying the appropriate fees in accordance with the Town of Payson Fee Schedule. Once a full application, including fees, has been submitted and accepted, the Town initiates the process outlined by A.R.S. §471. The entire process may take anywhere from 180 to 910 calendar days to complete.

Annexation Progress

If the annexation process stalls at any step requiring input from the requesting party for a period of time of 180 days or longer, the application will be considered “inactive”. Any annexation request that remains in “inactive” status for a period of 365 consecutive calendar days shall be considered abandoned by the requesting party. The requesting party may also submit a written request to the Planning and Zoning Division that the Annexation Application be abandoned.

An “inactive” project may be reactivated at any time prior to the project being considered abandoned by the requesting party submitting a written request to the Town of Payson Planning and Zoning Division that the project remain on “active” status. The written request shall also contain an explanation as to why there has been such a delay in progress.

Fees

All fees paid with an Annexation Application are non refundable. However, if an Annexation Application is abandoned, either by request or non-action, and another Annexation Application is received to annex substantially the same area within 3 years of the abandonment, the fee for the new annexation will be 10% of the annexation fee on the current Town fee schedule.