

# UDC APPLICATION CHECKLIST: ANNEXATION

Use this checklist to guide your Land Development Application. This document will outline the required application materials and the sections of code to review in the Unified Development Code (UDC).

## 1. General Information

**Annexation (60.500.040C):** The addition of a land area into the City under the process outlined in Minnesota Statute Section 414.033 with a resulting change in the boundaries of the City. This process is applicable to petitions for annexation land submitted or signed by all landowners within such area. This process is applicable to petitions for annexation of land submitted or signed by all landowners within such an area. Procedure for Annexation of Land by Ordinance following receipt of a petition.

**Decision-Making Body:** City Council

## 2. Required Submittals

- Petition
- Application
- Application Fee
  - State Fee (to be collected at later date)
- Electric Utility Rate Service Notice
- Cover Letter and Narrative
  - Summary of request
  - Requested Zoning Designation
  - Application Criteria - Annexation of Land (60.500.040C.4)
- Annexation Exhibit
- Legal Description (in word, by licensed surveyor)
  - If the legal description references a plat, please provide a copy of the plat

Project Information	UDC Section	Response
Current/Future Use	Table 300.01-1	
Growth Management Designation	Table 300.01-1	
Proposed Zoning District	Table 300.01-1	
Address/PIN	Table 300.01-1	

### 3. Is a Growth Management Map Amendment required? (Section 60.500.040B)

Yes  No

### 4. Additional Notes

Questions? Contact Community Development at [CommunityDevelopment@rochestermn.gov](mailto:CommunityDevelopment@rochestermn.gov) or 507-328-2600 during office hours.

*DISCLAIMER: This checklist is intended to provide a summary of requirements under the Unified Development Code. Owners are required to meet all applicable requirements, even if not specifically identified on this checklist.*

