

## **CHECKLIST FOR FILLING OUT PETITION**

1. Please be sure to fill the Petition out COMPLETELY; incomplete petitions will not be processed.
2. All OWNERS of property requesting annexation must sign the petition. In cases where a corporation owns the property, Development Company or LLC, the managing partner or president must sign it.
3. Please include a phone number where each owner can be reached if there are questions regarding the petition.
4. A map of the area to be annexed and a legal description of the property MUST be included with each petition. Also, please arrange to provide an electronic copy (preferably in Microsoft Word) of the legal description. This will enable the petition to be processed quicker.
5. **Prior to any action taken on a voluntary annexation request, three (3) Mylar maps, with all pertinent information and signatures, must be submitted. These maps will be filed with the Register of Deeds office by the Town of Dallas once the annexation has been completed.**

All of the above must be provided in order for an annexation request to be processed and considered.