



**CITY OF ELKO PLANNING DEPARTMENT**

1751 College Avenue \* Elko \* Nevada \* 89801

(775) 777-7160 \* (775) 777-7219 fax

**APPLICATION FOR ANNEXATION**

The applicant (100% of all property owners) hereby petitions the Elko City Council to annex to the City of Elko certain real property by ordinance, to be adopted pursuant to NRS 268.670. Said property petitioned for annexation is legally described as follows: (Attach if necessary)

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ASSESSOR PARCEL NUMBER (S): \_\_\_\_\_  
*(This is not the legal description)*

**PROPERTY OWNERS:** (Attach additional pages if necessary)

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(Print Name)	Signature	Telephone Number
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Mailing Address

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(Print Name)	Signature	Telephone Number
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Mailing Address

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(Print Name)	Signature	Telephone Number
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Mailing Address

**FILING REQUIREMENTS:**

**Complete Application Form:** In order to begin processing the application, an application form must be complete and signed. Applications go before the City Council, Planning Commission, and back to City Council twice.

**Fee:** 10 acres or less \$750.00, greater than 10 acres through 50 acres \$1,000.00, greater than 50 acres \$1,500.00. The filing fee shall be paid in full prior to consideration of the annexation request by the Planning Commission.

**Annexation Map:** An annexation map or record of survey of the area proposed for annexation provided by a properly licensed surveyor. Such map shall include the proposed acreage to be annexed, and the length and percentage of common boundary (at least 15%) with the corporate limits of the City. If the property abuts a road not already in the City limits, at least one half of the road must be included in the map and legal description (see N.R.S. 268.663).

**Legal Description:** A complete legal description of all property proposed for annexation.

**Plot Plan:** If the property is improved, a surveyed plot plan showing property lines, existing buildings, building setbacks, parking and loading areas and any other pertinent information.

**Note:** One .pdf (email is okay) of the entire application must be submitted, as well as one set of legible, reproducible plans 8 ½" x 11" in size. If the applicant feels the Commission needs to see 24" x 36" plans, 10 sets of pre-folded plans must be submitted.

**Other Information:** The applicant is encouraged to submit other information and documentation to support this Annexation request

1. Identify the existing zoning classification of the property: \_\_\_\_\_

2. Identify the zoning classification being requested upon annexation: \_\_\_\_\_

\_\_\_\_\_  
*(A separate zone change application must be submitted for the requested classification.)*

3. Explain in detail the type and nature of the use anticipated for the property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Identify any unique physical features or characteristics associated with the property.

\_\_\_\_\_  
\_\_\_\_\_

5. Identify the type and extent of City infrastructure anticipated for service to the property such as streets, sewer, and water service.

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6. Identify any water rights which will support the annexed property: \_\_\_\_\_

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**(Use additional pages if necessary to address questions 3 through 6)**

**By My Signature below:**

I consent to having the City of Elko Staff enter on my property only for the sole purpose of inspection said property as part of this application process.

I object to having the City of Elko Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by the staff or the final determination made by the City Planning Commission or the City Council.)

I acknowledge that submission of this application does not imply approval of this request by the City Planning Department, the City Planning Commission and the City Council, nor does it in and of itself guarantee issuance of any other required permits and/or licenses.

I acknowledge that this application may be tabled until a later meeting if either I or my designated representative or agent is not present at the meeting for which this application is scheduled.

I have carefully read and completed all questions contained within this application to the best of my ability.

**Applicant / Agent** \_\_\_\_\_  
(Please print or type)

**Mailing Address** \_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City, State, Zip Code

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**File No.:** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_