



# City of Phoenix

**To:** Residential Property Owners Requesting  
New Water Service from the City of Phoenix

**Date:** February 11, 2019

**From:** Denise Archibald  
City Clerk

**Subject:** ANNEXATION REQUEST

In conjunction with a request for new water service from the City of Phoenix to residential property which is outside of but contiguous to the existing corporate limits of the City, City Policy requires that a property owner request and agree to sign for annexation into the City. The owner of record or the designated representative must read and sign this annexation request. **This letter does not represent a commitment by the City of Phoenix to provide water service.** When this completed, signed and notarized request is received by the City Clerk Department, the City will initiate the annexation process and the Water Services Department will process your request for new water service to residential property. Water Services will notify you when all requirements have been satisfied and if water services will be provided.

**If you have any questions regarding annexation, please contact the City Clerk Department, located at City Hall, 200 West Washington St., Phoenix, AZ 85003, (602) 262-6837.**

## ANNEXATION REQUEST

I, \_\_\_\_\_, the owner, or the owner's designated representative, of the property legally described below, in consideration for becoming eligible for water service from the City of Phoenix, request annexation into the City and agree to sign an annexation petition when it is presented to me.

Legal description of property \_\_\_\_\_

Owner's Name \_\_\_\_\_ Parcel No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner or Designated Representative)

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public