

**Save This Packet For Your Information**

**ANNEXATION  
INFORMATIONAL HANDOUT  
& APPLICATION**

**City of Shakopee  
485 Gorman St.  
Shakopee, MN 55379  
952-233-9300**

Date Filed \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Fee \$ \_\_\_\_\_

Caselog # \_\_\_\_\_

**CITY OF SHAKOPEE**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**

Location of Proposed Lot(s): \_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Consultant/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

1. Current Legal Descriptions of ALL parcels (attach separate sheet of 8-1/2 x 11" if too lengthy)

Parcel A \_\_\_\_\_

Parcel B \_\_\_\_\_

Parcel C \_\_\_\_\_

Parcel D \_\_\_\_\_

Parcel E \_\_\_\_\_

2. Location of parcels:

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

3. PID Numbers: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Property Acreage: \_\_\_\_\_
5. Present Zoning: \_\_\_\_\_
6. Existing Use of Property: \_\_\_\_\_
7. Proposed Use of Property: \_\_\_\_\_
8. Petitioner has/has not requested hearing at Township: \_\_\_\_\_
9. Drawings of proposed annexation area.

Fees for Annexation (payable to City of Shakopee) Application Fee Agreement to be signed on attached sheet to pay actual costs.	\$ 500.00 +
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Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Property Owner's Signature

The following should be completed for applications for Annexation Applications. By signing below, as applicant and/or property owner, agree to pay actual costs for this application, including but not limited to administrative, legal, and staff time, as required by the City's adopted current fee schedule. In addition, by signing below, acknowledge that the City of Shakopee reserves the right to withhold the recording of any approval documents unless and until all actual costs are paid to the City of Shakopee.

\_\_\_\_\_  
 Applicant and/or Property Owner

**City staff has fifteen (15) days to review applications for completeness. Only complete applications will be processed.**