

SANTA CLARA COUNTY SURVEYOR'S OFFICE
Annexation Check List

The purpose of the check list is to strive for the standardization of data shown for City or Town conducted annexations and to expedite review by the County Surveyor's Office. Prior to submittal, please review your documents for compliance with the applicable items on this check list. Please note that the **proposal must be submitted to the County Surveyor's Office by the affected City or Town**. Proposals **will not** be accepted from individual applicants.

	OK	Comments
1. Cover letter from City/Town		
2. One Original and two copies of "Exhibit A" Geographic Description per State Board of Equalization requirements.		
3. One Original and two copies of "Exhibit B" Plat no larger than 8 ½" X 14".		
4. Copies of surrounding annexations		
5. Copies of any documents (maps/deeds) referenced in the description or on the map.		
6. Current Fee for City Conducted Annexation is \$2,310.00.		

Requested by: _____ Date: _____

Annexation Name: _____

After the examination by the County Surveyor you will be notified of any comments. Please list your current mailing address, telephone number and e-mail.

Please list your current mailing address, telephone number and e-mail.

Surveyor's Name: _____ PLS or RCE No. _____

Company: _____

Mailing address: _____

Telephone number: _____

E-Mail Address: _____

Please check if you want to correspond via e-mail. I will allow the County Surveyor to correspond via e-mail.

All submitted reference documents will be returned to you, if so requested. If you have any questions regarding this form, please contact the County Surveyor's Office at 408-299-5730

For this and other forms and fees, visit the Santa Clara County web site: <http://www.sccgov.org/sccsurveyor> (Annexations).