

# City of Shelbyville

## Department of Planning and Community Development

### Requirement For Annexation Applications

<b>General Requirements</b>	
1	Signature of every property owner associated with the request
2	Signed authorization letter to applicant/applicants if the applicant/applicants are different from the owner/owners
3	The authorization letter must state the names, addresses and contact information for the applicant/applicants
4	A map of the subject property showing its location in relationship to the adjacent properties located in the City
5	Dated letter requesting the annexation of the subject property
6	The letter must include the address of the property and the parcel ID
7	The letter must explain the existing structures and buildings, if any, within the property
8	The letter must explain if the application is accompanied by an application for zoning amendment
9	If the annexation application is not accompanied by an application for zoning amendment, the property, if annexed, is zoned R-1
10	If the annexation application is accompanied by an application for zoning amendment, then a general design concept for the future development is required as part of the submission