



CITY OF  
**GRIMES**  
DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**ANNEXATION  
APPLICATION**

Applications are due the fourth Monday of the month  
at 12:00 p.m.

Please read application thoroughly. The City has the  
right to refuse an incomplete application.

# Annexation

## Application Packet



**1. Application Packet.** Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

### **2. What must be submitted?**

- One (1) PDF of the Annexation Petition, map of property to be annexed, legal description in Word format, and description of intent for annexed property submitted to:
  - ❑ Alex Pfaltzgraff, Development Services Director: [apfaltzgraff@grimesiowa.gov](mailto:apfaltzgraff@grimesiowa.gov)
  - ❑ Rachel Greving, Development Services Coordinator: [rgreving@grimesiowa.gov](mailto:rgreving@grimesiowa.gov)
  - ❑ Evann Martin, Assistant Planner: [emartin@grimesiowa.gov](mailto:emartin@grimesiowa.gov)

### **3. What is the process?**

- Schedule a pre-application meeting with the City of Grimes. Pre-application meetings may be held on any date, however must be scheduled at least **1 month prior to the intended submittal date**. Call 515-986-4050 (Evann Martin) to coordinate.
- PDF submittal is due at 12:00 pm on the **4th Monday of the month**. Staff will review the application and provide comment to the applicant.
- Planning & Zoning Commission shall consider the submittal based upon the **Development Review Schedule**. **Note that the dates outlined on the Development Review Schedule are not guaranteed.**
- The submittal process from first submission to Council consideration, is approximately 8-10 weeks.

# Annexation



## Application Form

<b><u>Project Information:</u></b> Project Address: _____ Legal Description: _____ Project Name: _____ Project Description: _____ _____
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<b><u>Property Owner:</u></b> Name: _____ Address: _____ _____ Phone: _____ Email: _____
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<b><u>Applicant:</u></b> Name: _____ Address: _____ _____ Phone: _____ Email: _____
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*Obtaining approval does not absolve the applicant from obtaining all other applicable permits such as building permits, IDOT access permits, IDNR permits, etc.*

**I (We) certify that I (we) have submitted all the required information to apply for approval and that the information is factual.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

(Note: No other signature may be substituted for the Property Owner's signature.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Application Fee:** \_\_\_\_\_ (Check to "City of Grimes")