

Please Return To  
**Planning & Development  
Department**  
220 South Main Street  
Newark, DE 19711  
(302)-366-7000  
[Planning-dept@newark.de.us](mailto:Planning-dept@newark.de.us)



**ANNEXATION  
PETITION**  
City of Newark

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Property Address**

**1. YOUR PETITIONERS**

( ) - \_\_\_\_\_  
Telephone Email

\_\_\_\_\_ Name(s)

\_\_\_\_\_ Address(s)

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

Respectively request(s) that certain real property, of which your petitioner(s) is (are) record owner(s), be annexed to the City of Newark

**2. PROPERTY DESCRIPTION**

Zoning District: \_\_\_\_\_

The Property petitioned comprises (description of location, boundaries of the property, point where property abuts the City:

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

General conditions of this annexation include (List conditions such as zoning, extension of utilities, provision of public services, dedication of public areas, etc.)

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

Wherefore this petition is respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature(s)

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### **SUBMISSION DOCUMENTS**

The following items should be submitted:

1. A copy of the property deed.
2. A survey of the property drawn by a professional engineer or land surveyor.
3. A completed rezoning application and associated materials and fees.
4. A plan for the development, redevelopment, or improvement of the property if applicable (Plan sheet may NOT be larger than 2 feet x 3 feet).

### **PROCEDURES**

All applicants interested in an annexation should consult the Planning and Development Department for information regarding zoning regulations and procedures. This application should be completed and returned with all submission documents to the Planning and Development Department in the Municipal Building at 220 South Main Street, Newark, Delaware. See the Developer's Guide, Red Tape Tips, for detailed procedures. Copies of the Municipal Zoning Code and Zoning Maps can be found on the City of Newark website. The Planning and Development Department will only process an application when all required documents are received. After the departmental review, the application will be placed on the Planning Commission agenda for public hearing and subsequently forwarded to City Council for final action.