



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

ANNEXATION APPLICATION

Submittal Requirements:

- Original Application with original signatures.
- Annexation Petition or Letter of Request.
- Three copies of the survey plat and a copy of the written metes and bounds description.
- Incomplete applications will not be accepted.

Case No. A - _____
Office Use Only

Applicant (Petitioner) Information: Owner's Agent Authorization Affidavit must be submitted with application. All correspondence will be sent to the Applicant. If Owner also wishes to receive a copy, please check box

Contact Name: _____

Firm/Company Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Owner Information: (If different from Applicant)

Name: _____

Firm/Company Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Engineer/Surveyor Information:

Name: _____

Firm/Company Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

For Office Use Only:

Introduction Date: _____

Hearing Date: _____

Property Information:

Property Name: _____

Property Location: _____

County Property Tax Map and Parcel No.: _____ Liber/Folio No.: _____

Property Size (Acres): _____ Property Size (Square Feet): _____

Current County Zoning: _____ Existing County Land Use: _____

Proposed City Zoning: _____

Existing Number of Lots/Units: _____ Proposed Number of Lots/Units: _____

Proposed Development: _____

NOTE: If the proposed annexation includes more than one land use or zoning classification, continue detailed description by acreage and square feet in spreadsheet form and attach to this application.

I hereby attest that the information provided on this application is complete and correct.

Signature of Applicant/Owner

Date: _____

To Be Completed by Staff:

Surrounding Land Uses:

Existing Adjacent Land Use(s) to the North: _____

Existing Adjacent Land Use(s) to the East: _____

Existing Adjacent Land Use(s) to the South: _____

Existing Adjacent Land Use(s) to the West: _____

Access:

Frontage Roads: _____

Other Roads: _____

Public Facilities:

Access to Water: _____

Access to Sewer: _____

Parks and Recreation Impact: _____

School System Impact: _____

Police Impact: _____

Fire Impact: _____

For more information, please contact:

Hagerstown Planning and Code Administration Department

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One East Franklin Street, Suite 300
Hagerstown, MD 21740

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F: 301.791.2650

Email: planning@hagerstownmd.org

Last Amended: 1/30/2020

H: Planning/DEPARTMENT/Annexation/Annexation Application 1-30-2020