

ASLD Mission Statement

To manage State Trust lands and resources to enhance value and optimize economic return for the Trust beneficiaries, consistent with sound stewardship, conservation, and business management principles supporting socioeconomic goals for citizens here today and generations to come. To manage and provide support for resource conservation programs for the well-being of the public and the State's natural environment.

ASLD Objectives Statement

The objective of these guidelines is to provide a process by which the ASLD can analyze and evaluate an annexation proposal in order to provide a sound justification for approval or denial of an annexation request. Of primary importance is that an annexation must be consistent with the mission statement and must maximize the benefit to the Trust. If an annexation proposal does not offer specific benefits to the Trust, it will not be considered.

Submittal Process / Evaluation of Proposal

The annexation request submittal process is a three phase procedure. The first phase consists of the interested municipality submitting a preliminary proposal and meeting with ASLD staff. In the preliminary proposal the municipality shall outline what the city/town is proposing to include in their request. The municipality will need to identify the specific benefits to the Trust that will result from the proposed annexation. The municipality will also need to include a discussion about the entire proposed annexation of which the Trust land is a part. This includes a description of the development and entitlement agreements, infrastructure and land use plans and assurances with other private land owners that are included in the overall annexation. Municipalities must also provide copies of the agreements with the private parties. Review of this information will assist the ASLD in determining whether the Trust is receiving equitable treatment.

The second phase of the process is the evaluation to proceed. At this stage the ASLD will make a determination as to whether or not the city/town may proceed with submitting a final annexation request. This determination to proceed will be based on what the municipality has identified in their preliminary proposal as to the specific benefits to the Trust, including, as part of an eventual "Pre-Annexation and Development Agreement", the specific entitlements and infrastructure incentives which will benefit the Trust property. The areas that may be addressed in a "Pre-Annexation and Development Agreement" include, but are not limited to, the following: suitable general plan land use designations; zoning including the timeline for initiating zoning upon annexation; density; drainage; water and sewer; dry utilities; streets; financing and infrastructure schedule; capital improvement program; services; permit fees; taxes; and mining and grazing leases.

If approved to move forward with the request, the last stage consists of the submittal by the city/town of all the required information as outlined under the [Evaluation Guidelines / Checklist](#) section of this brochure. Upon receipt of a complete request, ASLD staff may notice the following parties who will be asked to submit their comments, concerns and requirements regarding the proposed annexation: ASLD staff; all commercial and grazing lessees; Arizona Game & Fish Department; County Administrator, Planning Department and selected divisions of the County in which the subject annexation is located; adjacent incorporated communities upon which the proposed annexation may encroach (e.g. boundary or planning area); other agencies or individuals as determined by the ASLD.

Decision Criteria / Final Steps of Process

The ASLD will evaluate the information submitted to determine whether or not the city/town's proposal to provide an acceptable level of entitlements and infrastructure meets the objectives of the ASLD mission to maximize the benefit to the Trust.

ASLD staff will make a recommendation on the annexation request to the State Land Commissioner. Considering the best interest of the Trust, the Commissioner will either approve or deny the annexation request. The Commissioner will not move a request to the Selection Board unless the Commissioner supports and approves the proposed annexation.

Prior to an annexation being advanced to the State Selection Board, the city/town will be required to finalize and enter into the "Pre-Annexation and Development Agreement", passed by city/town council resolution, which details the annexation agreement between the State and the municipality.

If the annexation request is approved, the Commissioner will advance the annexation request to the State Selection Board for its consideration. The three members of the Board are the Governor, Attorney General and State Treasurer. In accordance with A.R.S. § 9-471.(A), the State Selection Board will review and consider the request in an open meeting. Representation by city/town officials is encouraged.

If the State Selection Board takes action to approve the request, the State Land Commissioner and Board members in attendance formally sign two original Annexation Approval Documents – one for the ASLD and one for the municipality. The Secretary of State attests to the validity of the Governor's signature and the document meets the requirements of A.R.S. §9-471(A).

Approval for annexation of State land does not accomplish the annexation; annexations must still comply with A.R.S. §9-471 et seq.

Evaluation Guidelines / Checklist

The following checklist outlines the basic mandatory information necessary for an annexation request to be considered complete. This is not an exhaustive list; other information may be required if determined necessary by the ASLD during the submittal and evaluation process. This information is required for the State Land Commissioner to make an informed decision regarding a community's request to annex State Trust land.

- Purpose of the annexation
- Statement of specific benefits to the Trust
- Map of annexation area
- Complete legal description
- Existing County zoning (map & narrative)
- Any County overlay plan (map & narrative)
- Existing & proposed general plan land use designations (map & description)
- Proposed land use plan
- Proposed zoning
- Entitlement commitments
- Legal access or future planned access
- Existing & proposed roadway improvements
- Is area in an established water service area? If not, will status change after annexation?
- Description of quality & quantity of water available for urban development of the Trust land
- Existing & proposed water infrastructure
- Existing & proposed sewer infrastructure
- Existing & proposed drainage infrastructure
- Existing & proposed dry utilities
- Existing & proposed surrounding land uses

- Development trends in vicinity
- Physical opportunities & constraints which may influence land use (*e.g.*, drainage)
- Capital improvement plans, programs & commitments to improve infrastructure to the Trust property including proposed schedules of improvements & implementation & financing methods
- Copies of agreements with private parties included in the overall annexation (development & entitlement agreements, assurances, infrastructure & land use plans)
- Copy of City/Town Council's signed Resolution of Intent regarding the proposed annexation
- Copy of blank petition to be recorded
- Copy of map to be recorded
- Other information as determined by the ASLD during the submittal & evaluation process

Prior to being advanced to the State Selection Board, the following is required:

- Finalization of the "Pre-Annexation and Development Agreement"
- A copy of the signed "Pre-Annexation and Development Agreement" between the State and the municipality along with the signed City/Town Council's Resolution approving the Agreement. The particulars of the "Pre-Annexation and Development Agreement" will be worked out between the State Land Department and the City/Town and will be unique to each annexation.

Annexing State Trust Land

Guidelines for
Arizona's Cities & Towns



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