



PLANNING AND CODE ADMINISTRATION

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336
plancode@gaitersburgmd.gov · www.gaitersburgmd.gov

ANNEXATION OR DE-ANNEXATION APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Location _____

APPLICANT(S)

Name (Business or Individual) _____

Primary Contact _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

ATTORNEY OR APPLICANT'S REPRESENTATIVE

Name(s) _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PROPERTY OWNER (S)

Name(s) _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

TYPE OF APPLICATION

Annexation De-Annexation

PROPERTY DETAILS

Total Acreage _____ Total Sq. Ft. _____ Number of Lots/Parcels _____

ANNEXATIONS ONLY

Present County Zoning _____ Requested Zoning _____ Requested Density _____

Proposed Use _____ Parcel(s)/Lot/Block _____

Tax Sheet _____ Tax Account Number(s) _____

THE CHECKLIST BELOW IS A GENERAL GUIDE FOR ITEMS THAT ARE TYPICALLY REQUIRED FOR APPLICATIONS. PLEASE REFER TO ARTICLE 23A, § 19(o)(3)(ii) OF THE ANNOTATED CODE OF MARYLAND FOR COMPLETE REQUIREMENTS OR CONTACT PLANNING STAFF AT 301-258-6330 FOR CLARIFICATION

SUBMISSION REQUIREMENTS:

- Notarized Petition for Annexation or De-Annexation
- List of Owners with Addresses and Parcel Numbers
- Metes and Bounds Description, One (1) digital copy, Word or PDF
- Boundary Survey
- Vicinity Map
- Names and Addresses of Adjacent Property Owners Within 200 Feet
- Annexation Plan in Accordance with Article 23A, § 19(o)(3)(ii) of the Annotated Code of Maryland
- Approved Natural Resource Inventory and Forest Stand Delineation, One (1) hard copy, One (1) digital copy (DWF preferred) or PDF
- Statement in Support of Annexation/De-Annexation
- Applicable County and City Master Plan Sections

OPTIONAL SUBMISSIONS:

- Conceptual Site Plan or Sketch Plan, One (1) hard copy, One (1) digital copy (DWF preferred) or PDF
- Traffic Impact Statement
- Concept Architectural Elevations, One (1) hard copy, One (1) digital copy (DWF preferred) or PDF