

ANNEXATION CHECKLIST

Name of Annexation: _____

To County of: _____ Ordinance Number: _____

File Number: _____

- ☐ Date ordinance received by Assessor: _____
- ☐ Effective Date: _____
- ☐ Effective year: _____
- ☐ Map geographic boundary on map from legal description and create shapefile
- ☐ Identify real property parcels:

- ☐ Determine old levy code(s): _____
- ☐ Determine new levy code(s): _____
 - ☐ Used existing code
 - ☐ Created new code
- ☐ Submit info and shape files to DOR TCAM portal. Date submitted: _____

Completion date: _____