



**BEAUMONT PLANNING DEPT.**  
550 E. 6th Street  
Beaumont, CA 92223  
(951) 769-8518  
BeaumontCa.gov

## **ANNEXATION SUBMITTAL REQUIREMENTS**

- \$25,000.00 deposit for Annexation
- \$5,000.00 deposit for Plan for Services
- \$150.00 fee for Fire Review of Annexation

**Please provide the following information when submitting this application:**

- Completed Master Planning Application
- Other completed applications such as Environmental Review and related documents
- Site Plan showing of the property and surrounding area showing existing General Plan and Zoning designations and existing land uses  
Grant Deed
- Title Report (pulled within past 6 months)
- If not the property owner, provide a letter of authorization from the property owner or landlord
- 2 Sets of 300' property owner notification list, radius map and labels (mailed in to the Planning Department)(Details provided on the next page)
- GIS files for the project area
- Fiscal Analysis

ALL DOCUMENTS SHOULD BE SUBMITTED ELECTRONICALLY UNLESS OTHERWISE NOTED

Note: Additional information may be required once the information submitted is reviewed and analyzed.

*After 6 months without activity or written communications, the City of Beaumont shall deem the application abandoned, in which a new application and fees will be required.*

## **REQUIRED PROPERTY OWNERS NOTIFICATION INFORMATION**

1. Two (2) identical packages to be inserted in separate envelopes. These packages shall consist of the following:
  - a. Two (2) sets of 300' property owner notification labels.
  - b. A photocopy of the aforementioned labels.
2. Four typed sets of labels of the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc., are the same.
3. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list.
4. One (1) exhibit/Map showing all parcels within 300 feet of the subject parcel.