



**TOWN OF LOS GATOS**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
PHONE (408) 354-6874  
FAX (408) 354-7593

CIVIC CENTER  
110 E. MAIN STREET  
LOS GATOS, CA 95030

### ANNEXATION CHECKLIST

**CHIEF PETITIONERS:**

(1) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

(2) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

(3) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

**SURVEYOR WHO PREPARED DESCRIPTION & MAP:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

**ITEMS TO BE SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT:**

- Original Petition for Annexation (completed & signed)
- Supplemental Petition for Annexation (if needed)
- Annexation Check List
- 4 "wet" stamped copies of the Description and Map (8 1/2" X 11" or 11" X 17") of all properties to be annexed, prepared by Licensed Surveyor or Engineer
- Town Annexation fee (see Fee Sheet)
- County Surveyor's Annexation Review Fee (\$2,310)
- County Assessor's Annexation Review Fee (\$75)