



Annexation Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Annexation Petition with wet signatures from all property owners.
 - a. Deliver to the Bossier City – Parish Metropolitan Planning Commission.
 - b. Upload a copy of Annexation Petition to Energov.
3. Map of area to be annexed.
4. Metes and Bounds Legal Description.
5. Letter of Explanation describing the future land use intent.
6. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.