

Subject: Notification of Annexation to City Departments	Number: 5-3
	Date Issued: December 1, 1998 Date Revised: April 22, 2015
Responsible Department: City Clerk	Approved: 

Purpose

To establish a notification process to all departments so that they may become officially aware of new annexed areas to the City of Fresno.

Procedures

1. At the time the County Recorder's Office officially records the new annexation to the City of Fresno, the City Clerk is immediately notified by telephone.
2. The City Clerk's Office will immediately notify the appropriate departments and staff to provide service to those newly annexed areas.
3. Maps and recording information will be distributed to the appropriate departments.