

ADMINISTRATIVE ORDER NUMBER 5-3

SUBJECT: Notification of Annexation to City Departments

Responsible Department: City Clerk

Date Issued: 12-01-1998

Date Revised: 11-20-2017

Approved: (*Signature on File*)

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 annexation to the City of Fresno, the City Clerk is immediately notified by phone.
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.