

New City or Town Incorporation Timeline

Those seeking incorporation for new cities or towns may use this timeline as a guide. For further information regarding incorporation it is recommended that you seek legal counsel. Should you have any questions or would like to make an appointment to submit petitions, please email campfin@risc.maricopa.gov.

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| 2 Weeks | <p align="center">Step One - Notice of Intent</p> <p>Parties wishing to incorporate will deliver written notice to County Board of Supervisor of their intent to incorporate <i>and</i> circulate written notice of intent in newspaper.</p> <p align="center">Circulation in newspaper must continue for two (2) weeks. See ARS § 9-101(C)(1)</p> | |
| 6 Months | <p align="center">Step Two - Petition Publishing</p> <p>Parties wishing to incorporate must publish a copy of the petition for incorporation in a newspaper.</p> <p align="center">Publishing must occur at least six (6) months after the notice was submitted to the Board of Supervisors in step one. Circulation in newspaper must continue for two (2) weeks. See ARS § 9-101(C)(2)</p> | |
| 60 Days | <p align="center">Step Three - Notice and Approval of Petition</p> <p>Parties wishing to incorporate must submit a copy of the petition for incorporation for approval to the County Board of Supervisors. The Board of Supervisors must approve the petition for circulation no later than the next scheduled meeting, but within 30 days after the petition is submitted.</p> <p align="center">Submission to Board of Supervisors must occur at least sixty (60) calendar days after the petition was first published. See ARS § 9-101(C)(3)</p> | |
| 180 Days | <p align="center">Step Four - Circulating and Submitting Petition Signatures</p> <p>Once approved, the parties wishing to incorporate may circulate petitions for signature. The petitions must be submitted to County Elections by the prescribed deadline.</p> <p align="center">Petition signatures are due one hundred eighty (180) calendar days after the petition was approved in step three. See ARS § 9-101(D)</p> | |
| 38 Business Days | <p align="center">Step Five - Petition Review by County</p> <p>County Elections will review the petitions for completeness. If a minimum number of signatures is met, a 5% sample of accepted signatures will be sent to the County Recorder. The Recorder will then review signatures to confirm they are qualified electors in the area to be incorporated. Once the Recorder completes review they will send the reviewed signature totals back to Elections. Elections will take the percent of valid signatures from the Recorder and apply it to all accepted signatures to determine if a minimum is met.</p> <p align="center">Elections has twenty (20) business days for its initial review. The Recorder has fifteen (15) business days for their review. Then Elections has seventy-two (72) hours, business days only, to issue the final determination on total valid signatures. See ARS § 9-101(A)-(B); 19-141(A); 19-121.01-.04</p> | |
| 180 Days or None | <p align="center">Step Six - If 10% Minimum is Met</p> <p>If it is determined that at least ten percent (10%), but less than two-thirds (2/3), of qualified electors have signed the petition, the County Board of Supervisors will then call for an election on incorporation. The election must take place on a consolidated Election Date.</p> <p align="center">The Board of Supervisors must call for the election within sixty (60) calendar days of the completed petitions initially being submitted to County Elections. The election must be held within one-hundred eighty (180) calendar days. See ARS § 9-101(B) & 16-204</p> | <p align="center">Step Six - If 2/3rds Minimum is Met</p> <p>If it is determined that at least two-thirds (2/3), of qualified electors have signed the petition, the County Board of Supervisors will declare the city/town incorporated. No election is needed.</p> <p align="center">Declaration will be made following completion of petition review. See ARS § 9-101(A)</p> |