



**Voluntary Annexation Application**

Project Name/Address: \_\_\_\_\_ Date: \_\_\_\_\_

The following items must be submitted to the Development Services Department in order for the application to be accepted for review.

1. Letter requesting annexation, signed and dated by all property owners and detailing the following information:
  - A. The name(s) of the property owner(s)
  - B. The street address of the property
  - C. Tax appraisal district property ID number(s)
  - D. Acknowledgement that the property is contiguous to the current city limits
  - E. Identify the number of residents living on the property
  - F. Current & proposed use of the property
  - G. Map of the subject property.
2. A legal description of the property (including a survey, field notes or legal description- subdivision, lot, and block) - label as **Exhibit A**.
3. Ownership documents. Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust, or other entity, documents demonstrating signatory's authority to sign Petition on behalf of entity must be included.

Property Information

Owners: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Acreage: \_\_\_\_\_ Property ID (R#): \_\_\_\_\_ County: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Please Note:** The signature of owner authorizes City of Pilot Point staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

I will represent my application before city staff, all Commissions and Boards, and City Council.

I hereby authorize the person named below to act as my agent in processing this application before city staff, all Commissions and Boards, and City Council.

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address, City, State, Zip Code: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent's Company Name: \_\_\_\_\_

Mailing Address, City, State, Zip Code: \_\_\_\_\_

Agent Signature: \_\_\_\_\_



**PETITION FOR VOLUNTARY ANNEXATION**

TO: THE MAYOR AND GOVERNING BODY OF THE CITY OF ROUND ROCK, TEXAS.

The undersigned owners of the hereinafter described tract of land, which is (1) one-half mile or less in width, (2) contiguous to the city limits, and (3) vacant and without residents, or on which less than three (3) qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as a part of the City of Round Rock, Texas, the property described in Exhibit "A", attached hereto and made a part hereof.

We hereby certify, under oath, that:

WE ARE THE TRUE AND ONLY OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND, as conveyed to us in Deed(s) recorded as Document No.\_\_\_\_\_, Official Public Records of \_\_\_\_\_ County, or in Volume\_\_\_\_\_ Page \_\_\_\_\_, Deed Records of \_\_\_\_\_ County.

\_\_\_\_\_  
Owner(s)

SUBSCRIBED AND SWORN TO BEFORE ME, a notary public, by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, A.D.

\_\_\_\_\_  
Notary Public, State of Texas

**ACKNOWLEDGMENT (INDIVIDUAL)**

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

**ACKNOWLEDGMENT (CORPORATE)**

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, the \_\_\_\_\_, of \_\_\_\_\_, a Texas \_\_\_\_\_, on behalf of said \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

For Office Use Only	
Date Received:	_____
City Council Hearing Date:	_____



## **Texas Local Government Code: Voluntary Annexation of Sparsely Occupied Area**

Sec. 43.028. AUTHORITY OF MUNICIPALITIES TO ANNEX SPARSELY OCCUPIED AREA ON PETITION OF AREA LANDOWNERS. (a) This section applies only to the annexation of an area:

- (1) that is one-half mile or less in width;
- (2) that is contiguous to the annexing municipality; and
- (3) that is vacant and without residents or on which fewer than three qualified voters reside.

(b) The owners of the area may petition the governing body of the municipality in writing to annex the area.

(c) The petition must describe the area by metes and bounds and must be acknowledged in the manner required for deeds by each person having an interest in the area.

(d) After the 5th day but on or before the 30th day after the date the petition is filed, the governing body shall hear the petition and the arguments for and against the annexation and shall grant or refuse the petition as the governing body considers appropriate.

(e) If the governing body grants the petition, the governing body by ordinance may annex the area. On the effective date of the ordinance, the area becomes a part of the municipality and the inhabitants of the area are entitled to the rights and privileges of other citizens of the municipality and are bound by the acts and ordinances adopted by the municipality.

(f) If the petition is granted and the ordinance is adopted, a certified copy of the ordinance together with a copy or duplicate of the petition shall be filed in the office of the county clerk of the county in which the municipality is located.

(g) An area of land that would be eligible for annexation under this section except that the area does not meet the contiguity requirement of Subsection (a)(2) may be annexed under this section if a public right-of-way of a road or highway designated by the municipality exists that:

- (1) is located entirely in the extraterritorial jurisdiction of the municipality; and
- (2) when added to the area would cause the area to be contiguous to the municipality.

(h) Notwithstanding Section 43.054, on annexation of an area described by Subsection (g), the public right-of-way that makes the area eligible for annexation under Subsection (g) is included in the annexation to the municipality without regard to whether the owners of the public right-of-way sought annexation under this section. The ordinance providing for annexation must provide a metes and bounds description of the public right-of-way annexed under this subsection.

*Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by: Acts 2015, 84th Leg., R.S., Ch. 1052 (H.B. 1949), Sec. 1, eff. September 1, 2015.*