



# Annexation

## Application Information

### **Contents:**

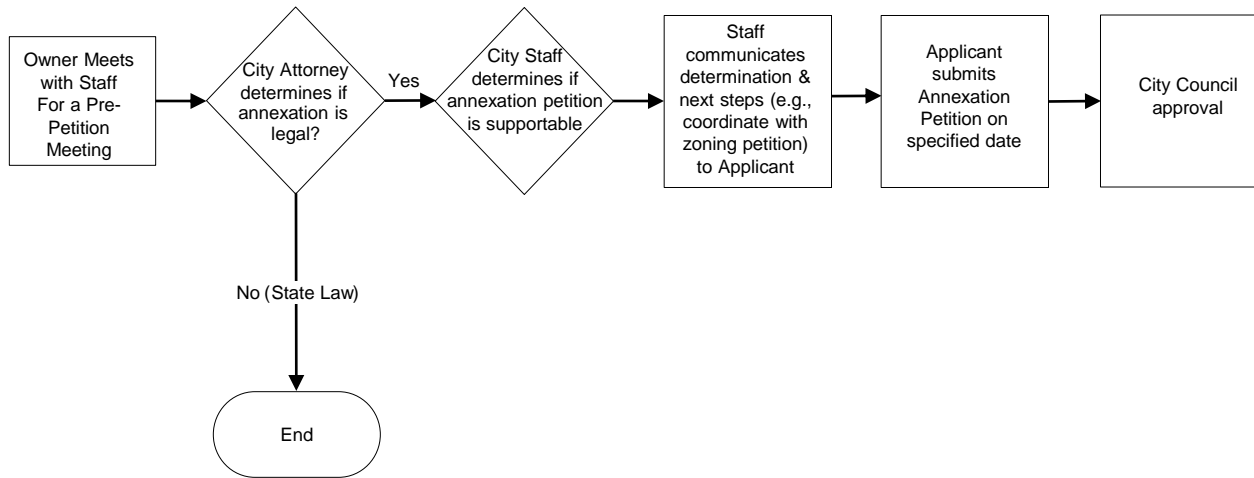
- Annexation process flowchart
- Application information & instructions
- Project information sheet
- Sample Annexation Petition

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**Planning and Development Services Department**  
**City of Round Rock, Texas**

Updated: November 2011

# Annexation Process (Voluntary)



# ANNEXATION PACKET

This Annexation Packet consists of useful information and the required Annexation Petition form which is presented to the Round Rock City Council.

Requests for annexation are considered solely by City Council, who has full discretion in granting or denying the Petition. Their decision to grant the petition shall be based, in part, on staff recommendation.

A letter of intent from the property owner (or agent) requesting annexation shall be submitted when a property owner (or agent) is requesting original zoning (please refer to the zoning packet). After the original zoning request is considered and has received a favorable recommendation from the Planning and Zoning Commission, an executed Annexation Petition shall be submitted by the property owner. This Petition will accompany the original zoning recommendation to the City Council for consideration.

Although a Petition for annexation may be submitted by an owner for consideration by Council without an accompanying request for zoning, the Petition will likely not have staff support.

Prior to submitting an application, the applicant shall schedule a **predevelopment conference** with the Planning & Development Services Department (PDS) to discuss the proposed development. Please contact PDS at 512-218-5428.

# ANNEXATION REQUIREMENTS

Applications for annexation shall include the following items:

\_\_\_\_\_ **Annexation Letter of Intent**

To be submitted at the time of the original zoning application to Planning and Zoning Commission. There is no official form for this letter, and it may be submitted by the property owner or agent. This letter merely indicates that the property owner will petition the Council for annexation in conjunction with the original zoning request.

\_\_\_\_\_ **Project Information Sheet**

To be submitted in conjunction with the original zoning application.  
**(Form Follows)**

\_\_\_\_\_ **Annexation Petition**

To be signed and notarized by the property owner submitted no earlier than 30 calendar days before the request is presented to the City Council. The executed Petition must be submitted no later than 5 calendar days before the proposed Council date. However, to ensure the Petition request is properly scheduled and reviewed, it is highly recommended to submit the Petition 20 to 30 days prior to the anticipated Council review date. **(Template follows)**

\_\_\_\_\_ **Exhibit A**

Legal description if a legally recorded lot or a metes and bounds description if unplatted acreage. The description shall be typed, include acreage information, the name of original or patent survey, be printed on 8 1/2" x 11" paper, and include a legible sketch or survey plot of the property. This exhibit shall be entitled "EXHIBIT A" **(Two original copies required.)**

\_\_\_\_\_ **Ownership Document(s)**

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.

\_\_\_\_\_ **Utility Provision Statement**

A statement by the property owner stating the property is within the City of Round Rock's CCN (service area) for water and wastewater service and an estimation of how the property will be connected by the owner to that existing water and wastewater system.



D@ANNING / '89J 9@CDA 9BHG9FJ =79G'89PARTMENT  
301 W. Bagdad Ave., Suite 210, Round Rock, Texas 78664  
Phone: (512) 218 – 5428 Fax: (512) 218 – 3286

# Project Information Sheet

Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

## Application Type: (Please check)

- |  |   |                                       |  |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> Annexation        | <input type="checkbox"/> Concept Plan     | <input type="checkbox"/> Minor Plat   | <input type="checkbox"/> Plat or Building Line Vacation    |
| <input type="checkbox"/> Zoning - Original | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat       |  |
| <input type="checkbox"/> Zoning - Change   | <input type="checkbox"/> Final Plat       | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Partial or Full Easement Vacation |
| <input type="checkbox"/> PUD               |   |                                       |  |

Is this a Plan or Plat Revision?  Yes  No

Existing Plan/Plat Name \_\_\_\_\_

Project Street Location: \_\_\_\_\_

Jurisdiction (check one):  City Limits  ETJ Property Acreage: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Original Survey & Abstract No.: \_\_\_\_\_

## Ownership Information

Corporation/Firm Name (if applicable): \_\_\_\_\_

Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Engineer/Agent Contact Information

Corporation/Firm Name (if applicable): \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Staff Use Only: Application Number: \_\_\_\_\_

# ANNEXATION OR CITY LIMITS EXTENSION

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 Williamson County, or in Volume\_\_\_\_\_ Page \_\_\_\_\_, Deed Records of Williamson 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:	_____