



Annexation

Application Information

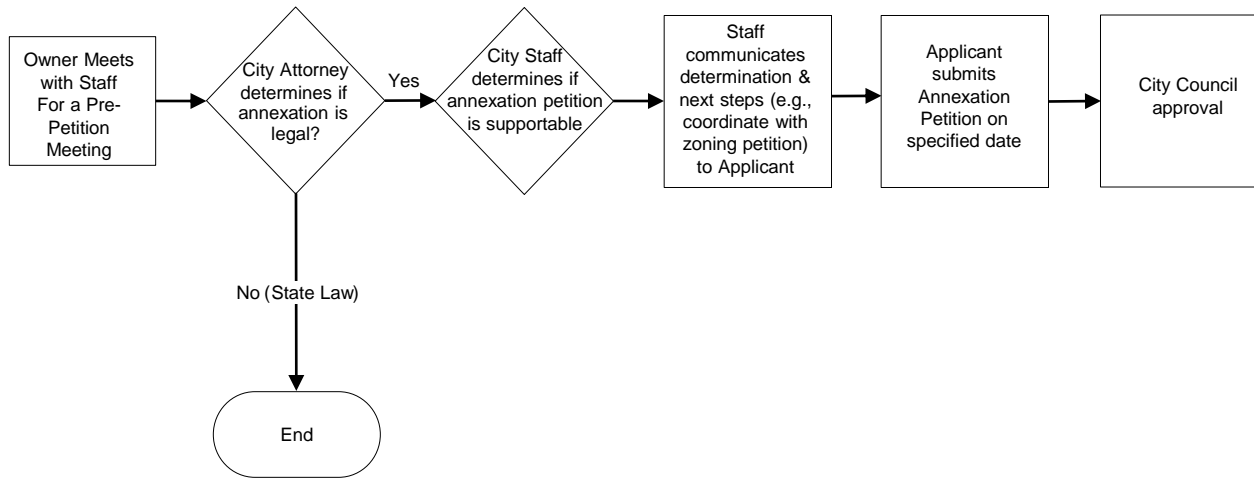
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**Planning and Development Services Department
City of Round Rock, Texas**

Updated: February 2015

Annexation Process (Voluntary)



ANNEXATION PACKET

This Annexation Packet consists of 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 their 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 Application**

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. If a metes and bounds description is prepared, it must be signed and sealed by the Registered Professional Land Surveyor who prepared it. 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.



Project Application (Page 1 of 2)

City of Round Rock · Planning & Development Services Department
301 Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

A. Project Information *please complete all items*

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation (<u>circle one</u> : plat, |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | easement or building line) |
| <input type="checkbox"/> PUD | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Donation |

Revision of Approved Plan/Plat? Y N Name: _____

Jurisdiction: City Limits ETJ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

Applicant's Signature

Applicant's role: Owner Developer Other: _____

I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Staff Use Only Application No: _____ Date: _____



Project Application (Page 2 of 2)

City of Round Rock · Planning & Development Services Department
301 W. Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

B. Contact Information *(please complete all items - attach additional pages as necessary)*

I. Property Owner(s)

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Owner's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

III. Developer

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Developer's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

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:	_____