



# Annexation

## Application Information

*Copies of this and other Development Packet Chapters are available online at:*  
<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

### **Contents:**

Application Information and Instructions

Application Requirements

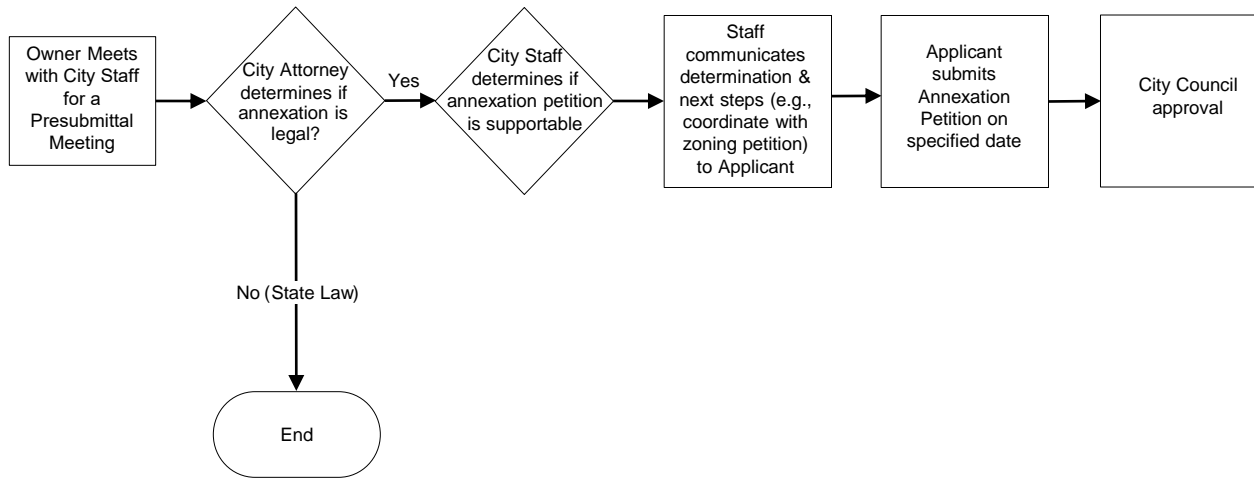
Application Sheet

Sample Annexation Petition

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

Updated: November 2018

# 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.

## **Presubmittal Meeting**

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Prior to submitting an Annexation application, the Applicant must schedule a presubmittal meeting with PDS to discuss the proposed development. A [Presubmittal Meeting Request form](#) is included in this packet and is also available online.

Please contact PDS Intake at (512) 218-5428 or [PDSIntake@roundrocktexas.gov](mailto:PDSIntake@roundrocktexas.gov) to schedule the presubmittal meeting.

# 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

<b>For Office Use Only</b>	
DATE RECEIVED:	_____
CITY COUNCIL HEARING DATE:	_____

# City of Round Rock Development Contacts

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## **Planning and Development Services Department (PDS)**

301 W. Bagdad, Suite 210, Round Rock, TX 78664	512-218-5428	Fax: 512-218-3286
<b>Easement Dedications/Vacations and Fiscal Posting</b>		
Roxanne Flores, Senior Engineering Tech.	512-218-6658	<a href="mailto:rflores@roundrocktexas.gov">rflores@roundrocktexas.gov</a>
<b>Encroachment Agreements</b>		
Diane Buck, Planner	512-341-3166	<a href="mailto:dbuck@roundrocktexas.gov">dbuck@roundrocktexas.gov</a>
<b>Floodplain and Drainage Requirements</b>		
Jeff Dunsworth, PE, CFM, Senior Engineer	512-341-3363	<a href="mailto:jdunsworth@roundrocktexas.gov">jdunsworth@roundrocktexas.gov</a>
<b>Forestry and Landscaping</b>		
David Bost, Senior Planner	512-341-3175	<a href="mailto:dbost@roundrocktexas.gov">dbost@roundrocktexas.gov</a>
<b>Platting Application Requirements, Review and Approval Process, and Plat Recordation</b>		
Juan Enriquez, Senior Planner	512-218-5429	<a href="mailto:jenriquez@roundrocktexas.gov">jenriquez@roundrocktexas.gov</a>
Veronica Chandler, Planning Tech	512-341-3320	<a href="mailto:vchandler@roundrocktexas.gov">vchandler@roundrocktexas.gov</a>
<b>Presubmittal Meetings</b>		
Cecilia Chapa, Planning Tech	512-218-5428	<a href="mailto:pdsintake@roundrocktexas.gov">pdsintake@roundrocktexas.gov</a>
Savina McCarter, Planning Tech		
<b>Project Closeout</b>		
Alice Guajardo, Planning Tech	512-341-3161	<a href="mailto:aguajardo@roundrocktexas.gov">aguajardo@roundrocktexas.gov</a>
<b>Signs</b>		
Diane Buck, Planner	512-341-3166	<a href="mailto:dbuck@roundrocktexas.gov">dbuck@roundrocktexas.gov</a>
<b>Utilities and Subdivision Improvements</b>		
Jeff Brooks, Engineering Associate	512-341-3363	<a href="mailto:jbrooks@roundrocktexas.gov">jbrooks@roundrocktexas.gov</a>
<b>Zoning and PUD Applications, Annexation</b>		
Clyde von Rosenberg, AICP, Senior Planner	512-341-3174	<a href="mailto:cvonrosenberg@roundrocktexas.gov">cvonrosenberg@roundrocktexas.gov</a>
<b><u>Fire Department</u></b>		
203 Commerce Blvd., Round Rock, TX 78664	512-218-5590	Fax: 512-218-5594
<b>Fire Code</b>		
Mark Selby, Prevention Division Captain	512-218-6633	<a href="mailto:selby@roundrocktexas.gov">selby@roundrocktexas.gov</a>
<b><u>Parks and Recreation Department (PARC)</u></b>		
301 W. Bagdad, Suite 250, Round Rock, TX 78664	512-218-5540	Fax: 512-218-5548
<b>Parkland Dedication and Trails</b>		
Katie Baker, Park Development Mgr.	512-341-3355	<a href="mailto:kbaker@roundrocktexas.gov">kbaker@roundrocktexas.gov</a>
<b><u>Transportation Department</u></b>		
2008 Enterprise Drive, Round Rock, TX 78664	512-218-7044	Fax: 512-218-3242
<b>Transportation Requirements</b>		
Ed Polasek, Transportation Senior Planner	512-341-3167	<a href="mailto:epolasek@roundrocktexas.gov">epolasek@roundrocktexas.gov</a>