

APPLICATION & CHECKLIST – VOLUNTARY ANNEXATION APPLICATION

Project Name/Address: _____

_____ (Submittal Date)

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning 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 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 use of the property.
 - g. Proposed use of the property
- ___ 2. Map of the subject property
- ___ 3. A legal description of the property (including a survey, field notes or legal description – subdivision, lot, and block) - label as Exhibit A.
- ___ 4. 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.
- ___ 5. Application Fee: \$850.00 + \$190.21 (Newspaper Notification Fee)

Property Information

Owners: _____

Address: _____

Phone: _____ Email: _____

Acreage: _____ Property ID (R#) _____

Legal Description: _____

Number of lots and proposed use: _____

Agent: _____

Phone: _____

Email: _____

Fax Number: _____

Please Note: The signature of owner authorizes City of Kyle 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. **Note: 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.**

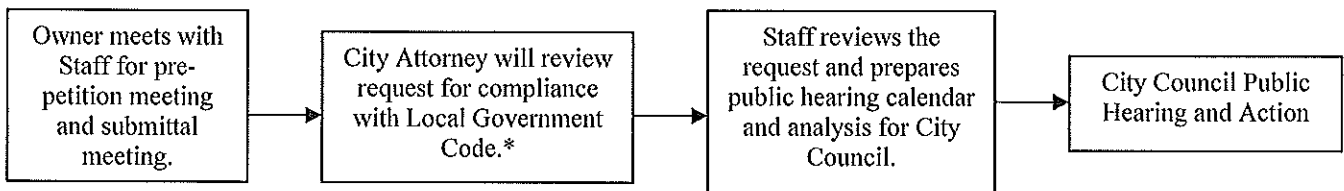
(Check One:)

_____ *I will represent my application before city staff and the City Council.*

_____ *I hereby authorize the person named below to act as my agent in processing this application before city staff and city council.*

Owner's Name (printed)	Phone	Fax	
Owner's Address	City	State	Zip
Owner's Signature	Date	Email Address	
Agent's Name: _____			
Company: _____			
Mailing Address: _____			
Street	City	State	Zip
Phone	Fax	Email address	

GENERAL PROCESS



**If the City Attorney determines the requested annexation does not meet the requirements of the local government code the applicant will be notified in writing and the request for annexation will not proceed.*