



Voluntary Annexation or Extra-Territorial Jurisdiction Extension Application

Article I. Form of Government and Boundaries, Section 1.04

Step 1: Pre-Application meeting with City Staff Meeting Date: \_\_\_\_\_

Office Use Only
Staff Initials \_\_\_\_\_

Step 2: Complete the application below Application Date: \_\_\_\_\_

Check one of the below:

- Voluntary Annexation or Voluntary ETJ Extension

Please print the following information:

Applicant's Name: Telephone:
Applicant's Fax: E-mail:
Mailing Address:

Owner's Name: Telephone:
Owner's Fax: E-mail:
Mailing Address:

Engineer/Surveyors Name: Telephone:
Engineer/Surveyors Fax: E-mail:
Mailing Address:

Legal Description of Property: Lots: Block: Subdivision:

Purpose of Annexation/ETJ Extension:

Office Use Only

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
B. Application Fee: Base: \$200.00 \$200.00
GIS: \$15.00 \$ 15.00
Total: \$215.00

Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS VOLUNTARY ANNEXATION APPLICATION.

Applicant's Signature Owner's Signature (notarized) Date

STATE OF TEXAS:
COUNTY OF BURNET:
Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.
Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public in and for the State of Texas

My Commission Expires On:

**Voluntary Annexation Materials**

- | <u>Required*</u>         | <u>Complete</u>          | <u>NA</u>                |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Tax certificate showing legal owner</b> (with no taxes due)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Survey:</b> Ten (10) copies of annexation area, 18"x24", One (1) copy at 11"x17, and One (1) copy at 8 ½" x 11" sealed by a licensed surveyor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Digital copy</b> of survey on CD or flash drive   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant presentation to City Council   |

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**Staff's Signature**

**Date**

\*Required items to be determined at Pre-Application meeting