



**CITY OF HASLET
ANNEXATION APPLICATION**

101 Main Street-Haslet, TX 76052
(817) 439-5931 – Fax (817) 439-1606

Date: _____

Has the applicant reviewed the most current copy of the City of Haslet Subdivision and Zoning ordinances? _____

Please note that all applications must be accompanied by all supporting documentation and fees before acceptance as a submittal and must be received by the 15th of each month prior to the next month's scheduled Planning and Zoning meeting.(Example: Submitted by July 15th to be considered for the August Planning and Zoning meeting)

Subdivision Name _____

Section No. _____ Lot and Block No. _____

Number of Lots/Tracts _____ Number of Acres _____

Existing Land Use _____

Proposed Land Use _____

Requested Zoning _____

Has the proposed area been previously platted? _____

Is Applicant seeking to Plat this property at the same time? _____

ENGINEER/SURVEYOR INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

DEVELOPER INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

PROPERTY OWNER INFORMATION

(For multiple owners – please submit information on each owner)

Name _____

Address _____

Telephone No. _____ Fax No. _____

If the property owner(s) is (are) represented by an authorized agent, please complete the following:

Agent's Name _____ Agent's Title _____

Agent's Address _____

Agent's Telephone No. _____ Fax No. _____

OWNER CERTIFICATION

This is to certify that _____
(When owner(s) is/are an individual(s))

The undersigned is/are the sole owner(s) of the property described above on the date of this application.

Owner Signature

Owner Signature

This is to certify that _____
(Owner(s) or Corporation name)

Acting by and through the undersigned, its duly authorized agent is/are the sole owner(s) of the property described above on the date of this application.

Agent Signature

Annexation Application Checklist

Omission of any of the following items from the Annexation submission may be cause for rejection of this application.

- _____ Completed Annexation application.
- _____ List of all current property owners with current addresses within 200 feet of the proposed annexation area as shown on the current property tax roll.
- _____ Letter or Petition from all affected property owners that are requesting annexation.
- _____ The legal description to include the metes and bounds of the proposed area to annexed.
- _____ All required fees have been paid.

For Office Use Only

Date when the application was received _____.

Was the application complete? _____. If no, was applicant informed that the application would not be accepted? _____.

List items missing and whether applicant will resubmit _____

_____ Date when the application was accepted as complete.

- _____ Did applicant meet with Staff prior to submittal of application?
- _____ Will platting be required with the proposed Annexation change
- _____ Copy to City Secretary
- _____ Copy to Planning and Zoning Secretary
- _____ Copy to Community Development Director
- _____ Copy to City Engineer
- _____ Received comments from City Engineer _____ Comments to Applicant
- _____ Resubmission received
- _____ Resubmission distributed
- _____ Notification letters sent to property owners
- _____ Legal notice published in paper
- _____ Planning and Zoning Meeting _____ Approved _____ Denied
- _____ City Council Meeting _____ Approved _____ Denied
- _____ City Ordinance Number _____
- _____ Sent to be filed with the County
- _____ DOJ Clearance submitted