



Petition for Release from the City's Extraterritorial Jurisdiction (ETJ) Application Checklist

Before You Submit

Before submitting a petition, applicants are encouraged to review the requirements of Chapter 42 of the Texas Local Government Code to determine whether the property may be eligible for release from the City's Extraterritorial Jurisdiction (ETJ). Applicants are encouraged to contact Development Services prior to submitting a petition if they have questions regarding eligibility or required documentation.

Submission of a petition and payment of the application fee do not guarantee that the petition satisfies the statutory requirements or that the City Council will approve the request.

General Information

Applicant Name(s): _____

Property Owner(s): _____

Mailing Address: _____

Telephone: _____

Email: _____

Property Address (if assigned): _____

Travis Central Appraisal District Property ID(s): _____

Property Acreage: _____

Property County: _____

Required Submittals

☐ Completed Petition for Release from the City's Extraterritorial Jurisdiction.

☐ Application fee in the amount of \$1,500.00 payable to the City of Jonestown. Accepted forms of payment: cash, check, or money order.

☐ A recorded instrument demonstrating current ownership of the subject property (e.g., Warranty Deed, Special Warranty Deed, or other recorded conveyance).

- ☐ Legal description of the property (metes and bounds or recorded lot and block description, as applicable).
- ☐ Property Location Map meeting the City's requirements (see below).
- ☐ If submitted by anyone other than all property owner(s), a completed Agent Authorization Form signed by the required owner(s) and acknowledged before a notary public.
- ☐ Additional documentation reasonably necessary to verify ownership, identify the property, or determine compliance with Chapter 42 of the Texas Local Government Code.

Property Location Map Requirements

- ☐ Subject property boundary clearly outlined.
- ☐ Property acreage.
- ☐ Travis Central Appraisal District Property ID(s).
- ☐ Adjacent public streets or roads.
- ☐ North arrow.
- ☐ Scale (or notation 'Not to Scale').
- ☐ Legal description corresponding to the petition.
- ☐ Adjacent parcels sufficient to identify the location of the subject property.
- ☐ Current City of Jonestown corporate limits and ETJ boundaries clearly depicted in relation to the subject property.
- ☐ Legend identifying all symbols, line types, and shading used on the map.
- ☐ Property owner's name.

NOTE: A professional survey is not required unless necessary to adequately identify the property.

Applicant Acknowledgements

- ☐ The City reviews petitions in accordance with Chapter 42 of the Texas Local Government Code.
- ☐ Acceptance of this application does not constitute approval of the petition.
- ☐ Additional information may be requested if necessary to determine whether the petition satisfies applicable statutory requirements.
- ☐ A petition determined to be complete and sufficient will be scheduled for City Council Committee discussion followed by consideration by the City Council, which is the governing body authorized to act on the petition.