



## ANNEXATION REQUEST (VOLUNTARY) APPLICATION CHECKLIST

### INSTRUCTIONS

- » This application checklist is to assist in preparing a request to annex into the City's corporate limits.
- » The City recommends you request a pre-development meeting prior to submission of a request for Annexation. Pre-Development Meetings may be requested online by visiting the Department's website at <https://www.cedarparktexas.gov/157/Development-Services>.
- » All required items shall be included in the submittal. Incomplete applications will not be accepted for review.
- » All plans and supporting documents shall be uploaded to [MyGovernmentOnline](#) in PDF format, with a minimum resolution of 300 dpi.

### APPLICATION COMPLETENESS CERTIFICATION

All items listed below are required unless not applicable.

**PROVIDED**  
(Applicant must check)

|                      |                                                                                                                                                                                                                                                                                                                                  |                          |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| SUPPORTING DOCUMENTS | Completed and Signed Application Checklist.<br><i>Please note that each subsequent submittal will require a written response for all changes.</i>                                                                                                                                                                                | <input type="checkbox"/> |
|                      | Completed property owner consent form with each owner's original signature.<br><i>Please note each property owner's signature is required when multiple owners of record exist for the same property.</i>                                                                                                                        | <input type="checkbox"/> |
|                      | Copy of deed(s) showing current ownership.                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
|                      | A clear and legible copy of certified field notes (metes and bounds) describing the boundary of the property that is being petitioned for annexation with a graphic exhibit (map or plat) clearly showing the property. The boundary description and the graphic exhibit must each be contained on an 8.5" x 11" sheet of paper. | <input type="checkbox"/> |
|                      | List of all qualified voting age persons living on each tract of land (name and address).                                                                                                                                                                                                                                        | <input type="checkbox"/> |
|                      | If applicable, water and wastewater utilities agreement for extension of utilities.                                                                                                                                                                                                                                              | <input type="checkbox"/> |
|                      | If applicable, project information and special terms or conditions proposed as part of a pre-annexation development agreement.                                                                                                                                                                                                   | <input type="checkbox"/> |
| FILING FEES          | <b>Annexation Request</b>                                                                                                                                                                                                                                                                                                        | <b>\$400.00</b>          |
|                      | <b>Pre-Annexation Development Agreement, if applicable</b>                                                                                                                                                                                                                                                                       | <b>\$1,500.00</b>        |
|                      | <b>TOTAL FEE (due at time of application)</b>                                                                                                                                                                                                                                                                                    | <b>\$ _____</b>          |

I, the undersigned, acknowledge that all required documents are provided in this submittal as indicated above:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_



**Development Services Department, Planning Division**  
450 Cypress Creek Road, Building 1  
Cedar Park, TX 78613  
Office: 512-401-5100  
Email: [planning@cedarparktexas.gov](mailto:planning@cedarparktexas.gov)

## PROPERTY OWNER CONSENT FORM

*Please submit a Property Owner Consent Form for each owner if there are multiple owners of record for the same property.*

I, \_\_\_\_\_, swear and affirm that I am the  
(Property Owner's printed name; include signatory name and title if signing for a company)  
owner of property located at \_\_\_\_\_, as shown in the records  
(property address or legal description)  
of Travis and/or Williamson County, Texas, as applicable, which is subject to this Application, and request for  
this property to be incorporated into the corporate limits of the City of Cedar Park.

I authorize \_\_\_\_\_ to submit this application and serve as my  
(Applicant's Name)  
representative for this Application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner Name and Title (if signing for a company): \_\_\_\_\_