

# ANNEXATION APPLICATION

Updated: September 2025



## CONTACT INFORMATION

|                             |  |                         |  |
|-----------------------------|--|-------------------------|--|
| Applicant's Name            |  | Property Owner          |  |
| Company                     |  | Company                 |  |
| Applicant's Mailing Address |  | Owner's Mailing Address |  |
| Applicant's Phone #         |  | Owner's Phone #         |  |
| Applicant's Email           |  | Owner's Email           |  |

## PROPERTY INFORMATION

Is the property adjacent to city limits: ☐ YES ☐ NO

Is the property proposing to connect to City utilities: ☐ YES, WATER ☐ YES, WASTE WATER ☐ NO

Is the property subject to an approved development or other agreement: ☐ YES ☐ NO

Proposed Use: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Reason for Annexation / Other Considerations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AUTHORIZATION

*By submitting this digital application, I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.*

Filing Fee \$1,890      Technology Fee \$15      **TOTAL COST \$1,905**

Submittal of this digital Application shall constitute as acknowledgment and authorization to process this request.

Apply Online at [MGOCONNECT.ORG](https://mgconnect.org)

## PROPERTY OWNER AUTHORIZATION

I, \_\_\_\_\_ (owner name) on behalf of  
\_\_\_\_\_ (company, if applicable) acknowledge that I/we  
am/are the rightful owner of the property located at  
\_\_\_\_\_ (address).

I hereby authorize \_\_\_\_\_ (agent name) on behalf of  
\_\_\_\_\_ (agent company) to file this application for  
\_\_\_\_\_ (application type), and, if necessary, to work with  
the Responsible Official / Department on my behalf throughout the process.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

Form Updated October, 2019

|                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **OWNER'S CONSENT TO ANNEXATION OF LAND**

**Date:**

**City:** City of San Marcos, Texas, a home rule municipal corporation

**Owner:**

**Property:**

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Owner petitioned the City to initiate proceedings to annex the Property. Owner acknowledges and agrees that, in connection with annexation of the Property:

1. Owner does not wish to enter into a development agreement with the City under Section 212.172 and has declined the offer by the City of such a development agreement.

2. Unless specifically authorized by a written agreement with Owner approved by the City Council under applicable ordinances, the City has no obligation to extend water, wastewater, or electric utility services, roads, or other infrastructure to the Property at the City's expense, and the City has made no offers, representations or promises that the City will, at the City's expense, extend water, wastewater, or electric utility services, roads, or other infrastructure to the Property. Such extensions to the Property shall be made available in the same manner and on the same basis as available to other areas of the City, whereby it shall be Owner's sole obligation, and at Owner's sole expense, to construct and install all infrastructure necessary to extend such services to the Property under applicable ordinances.

3. Owner waives any and all rights of Owner to assert any claim or demand, or to file suit against, and covenants not to sue, the City on the basis that the annexation of the Property by the City is invalid, void or voidable, in whole or in part.

4. This instrument is made, and shall be construed and interpreted under the laws of the State of Texas. Venue for any legal proceedings concerning this instrument shall lie in State courts having jurisdiction located in Hays County, Texas. Venue for any matters in federal court will be in the United States District Court for the Western District of Texas.

5. If any word, phrase, clause, sentence, or paragraph of this instrument is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this instrument will continue in force if they can be given effect without the invalid portion.

6. This instrument may be recorded in the Official Public Records of the County or Counties in which the Property is located and is binding on Owner's successors, heirs and assigns, and any future owners of the Property.

[SIGNATURE(S) ON NEXT PAGE]

**OWNER:**

\_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

**OWNER:**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_ in such  
capacity on behalf of said entity.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

## DECLINATION OF OFFER OF DEVELOPMENT AGREEMENT

The attached Development Agreement was offered by the City of San Marcos to the owner of the property subject to the following application/petition (check one):

\_\_\_\_ Out of City Utility Connection of Extension Application

\_\_\_\_ Petition for Annexation (without OCU Request)

By signing below, the owner of the subject property declines the offer to enter into such Development Agreement.

**OWNER (individual):**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**OWNER (Entity):**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

[OR]

## ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

Case No. \_\_\_\_\_ (to be inserted by City Staff)



## CHECKLIST FOR ANNEXATION APPLICATION

| The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                 | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official <ul style="list-style-type: none"> <li>Please visit <a href="http://sanmarcostx.gov/1123/Pre-Development-Meetings">http://sanmarcostx.gov/1123/Pre-Development-Meetings</a> to schedule, or email <a href="mailto:planninginfo@sanmarcostx.gov">planninginfo@sanmarcostx.gov</a> with any questions.</li> </ul> |          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | Completed Application for Annexation                                                                                                                                                                                                                                                                                                                                                                            |          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | Metes & Bounds description of the area to be annexed, including adjacent right-of-way                                                                                                                                                                                                                                                                                                                           |          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet                                                                                                                                                                                                                                                                                                        |          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | Authorization to represent the property owner, if the applicant is not the owner                                                                                                                                                                                                                                                                                                                                |          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | Completed Owner's Consent to Annexation with: <ul style="list-style-type: none"> <li>Owner of record, even if under contract to applicant</li> <li>Full legal description by official plat or metes and bounds</li> <li>Appropriate owner's signature page to reflect individual or entity</li> <li>Original Signature Pages MUST be provided to the case manager prior to recordation.</li> </ul>              |          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | Declination of Offer of Development Agreement <ul style="list-style-type: none"> <li>Original Signature Pages MUST be provided to the case manager prior to recordation.</li> </ul>                                                                                                                                                                                                                             |          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                      | Application Filing Fee     \$1,890<br>Technology Fee               \$15                                                                                                                                                                                                                                                                                                                                         |          |
| <b>**San Marcos Development Code Section 2.3.1.1(C): "Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete..."</b> |                                                                                                                                                                                                                                                                                                                                                                                                                 |          |

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