



City of Princeton
2000 E. Princeton Drive Princeton, TX 75407
214-960-5653
development-info@princetontx.us

Annexation Application

Date of Pre-Application Conference (Required): _____

Fee: \$500

Name of Subdivision or Project: _____

Physical Location of Property: (Address and general location - approximate distance to nearest existing street corner) _____

Brief Legal Description of Property: (must also attach accurate metes and bounds description. Please include survey/abstract no. and tracts, or platted subdivision name with lots/block)

Acreage: _____

Owner's Name: _____ **Phone Number:** _____

Applicant/Contact Person: _____ **Title:** _____

Company Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

LIST ALL PROPERTY OWNERS: (Annexation requires 50% or more to be eligible)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: _____ **Print or Type Name:** _____ **Date:** _____

(Letter of authorization required if signature is other than property owner)

I know the person whose name is subscribed to the above and the foregoing instrument. I acknowledge that they executed the same for the purposes and consideration expressed and, in the capacity, stated therein. Given under my hand and seal of office on this ____ day of _____, 20____.

State of Texas) (
County of Collin) (

Notary Public in and for the State of Texas: _____

Additional Owners

If there should be more than one property owner, complete a separate sheet with the same wording as below. The City requires all Original Signatures. If the applicant is other than the property owner, a "Power of Attorney" with original, notarized signatures is required. (Notaries are available upon submittal)

State of Texas)(

County of Collin)(

BEFORE ME, a Notary Public, on this day personally appeared the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

Owner/Agent (circle one)

I know the person whose name is subscribed to the above and the foregoing instrument. I acknowledge that they executed the same for the purposes and consideration expressed and, in the capacity, stated therein. Given under my hand and seal of office on this ____ day of ____, 20__.

Notary Public in and for the State of Texas: _____

Submittal Checklist

Applicant Initials	Required Items	City Representative Initials
	Application: Signed and notarized application with original signatures of all property owners and applicant	
	Written Verification, such as a notarized statement or Power of Attorney from a real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g., General Warranty Deed, Special Warranty Deed, Title Policy, or document approved by the City Planner)	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Address labels for 200 ft. property adjacent property owners	

All requests are submitted online via the Citizen Self-Service (CSS) Portal (Link).

For City of Princeton Use Only

This application meets the City of Princeton's requirements per City Ordinance for processing.

Signature

Fees Paid

P&Z Agenda Date

Current Zoning and Ordinance Number

Staff Comments forward to Applicant Date

Title

Check Number

P&Z Action

New Ordinance Number

Revisions Deadline

Official Submission Date

Name on Check

City Council Agenda Date

Case Number

City Council Action

Plans Sent On:	Comments Returned On:	Public Hearing Requirements:	Date Completed:
City Engineer		20 Day Prior – Paper Notes	
City Admin			
Public Works		15 Days Prior – Public Comment	
Building Official			
Police Chief		Local Gov Code Section 212	