

Request for Voluntary Annexation

Annexation is the process of incorporating new land into the city limits. Areas within the city limits are eligible to receive city services including water, wastewater, and police. The landowner request annexation with an application and a petition for annexation. The City considers the request and associated zoning with regard to the City's comprehensive plan, the proposed land use, the cost of providing services, taxing concerns, and any other items related to that specific site. A municipal services agreement, which specifies the services to be provided and how they are to be provided, must be signed by the property owner before the annexation can proceed.

Required Submittal Items for Submittal Package

1. Letter requesting annexation, signed and dated by all property owners and including the following:
 - a. The name of the property owner(s)
 - b. The street address of the property
 - c. Tax appraisal district property ID number(s)
 - d. Intended zoning and development type after voluntary annexation.
2. Map of the property proposed for voluntary annexation.
3. A legal description of the property (including a survey, field notes or legal description – subdivision, lot, block)
4. Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
5. Application Fees

APPLICATION FEE CALCULATION

Filing Fee:	\$ 400.00
Published Notice Fee:	\$ 150.00
TOTAL FEE (due at the time of application submission)	\$ 550.00

Applicant Information (if different than property owner, authorized agent will be used as City's official contact)

Name:	
Address:	
City/ State/ Zip:	
Phone:	Email:

Property Owner Information

Address:

City/ State/ Zip:

Phone:

Email:

Property Owner Consent/ Agent Authorization

By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization of business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable in the event of application withdrawal.

I have the power to authorize and hereby grant permission for City of Liberty Hill officials to enter the property on official business as part of the application process. This request for annexation into the City Limits of Liberty Hill, Texas is made freely and voluntarily.

I hereby acknowledge the following:

Initial: _____ The tract is not located within the ETJ of any other municipality; and

Initial: _____ The tract is located wholly within the ETJ of the City of Liberty Hill (if not, the property will need to be placed wholly into the ETJ prior to the annexation process. This may delay the process.); and

Choose one of the following:

- A. Initial: _____ The tract is not currently appraised, per Chapter 23 of the Texas Tax Code, for ad valorem tax purposes as land for agricultural use under Subchapter C, wildlife management use under Subchapter D, or as timber land under Subchapter E; or
- B. Initial: _____ The tract is currently appraised for ad valorem tax purposes as land for agricultural use, wildlife management use, or timber land under Subchapter E, under Chapter 23 of the Texas Tax Code.

Choose one of the following:

- 1. Initial: _____ The City of Liberty Hill has offered to make a development agreement with me/us pursuant to Section 43.016 of the Texas Local Government Code (contact staff for directions on starting the Development Agreement process); or
- 2. Initial: _____ I/We decline the City's offer to make such an agreement and deem such agreement to be unnecessary.

Signature:

Printed Name:

Date:

By signing this form, the owner of the property authorizes the City of Liberty Hill to begin proceeding in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

STATE OF TEXAS {

KNOWN ALL MEN BY THESE PRESENTS

COUNTY OF _____ {

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL of this ____ day of _____, 20_____.

Notary Public in and for the State of Texas
My Commission expires on: _____