



City of Hillsboro
214 E. Elm St. / P. O. Box 568
Hillsboro, Texas 76645

Community Development
APPLICATION FOR VOLUNTARY ANNEXATION

- 1. Applicant's Name:
Address:
Phone Number:
2. Owner's Name:
Address:
Phone Number:
Legal Description:
3. The property is generally located in the vicinity of the following streets:
4. The address of the property is:
5. Area of property: Square Feet Acres

Note: This application is not considered to be a formal annexation petition as defined in Section 43.028 of the Texas Local Government Code.

6. Does property have, or will it have, the following:

Central Water & Sewer _____ Well & Septic Tank _____

What utilities are currently provided or available to the property?

	<u>Provided</u>	<u>Available</u>
Well	_____	_____
Septic	_____	_____
Public Water	_____	_____
Sanitary Sewer	_____	_____

7. Number of any existing structures on the property: _____

8. Present use of any structures on the property:

Owner/Applicant Signature

Date

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Submittal Check List

Owners of land outside the City of Hillsboro who desire to be annexed within the City of Hillsboro may petition for annexation subject to Texas law and the requirements of the City of Hillsboro.

The following items must be submitted:

- _____ 1. Copy of a map referencing the city limits should be referenced to determine if the parcel is contiguous to the City.
- _____ 2. The Future Land Use Map of the Comprehensive Plan should be referenced to determine if the parcel is within the City's planning area; annexations outside the planning area may also be considered.

Petition

- _____ 1. Proof of ownership, which includes a warranty deed or contract for purchase.
- _____ 2. Name, address and signature of owner.
- _____ 3. Copy of the survey, including the legal description of the property.
- _____ 4. Existing and requested land use designation and zoning.
- _____ 5. Method of providing services including water, sewer, roads, drainage, schools, police protection, and fire protection.
- _____ 6. Justification for the proposal in relation to the comprehensive plan of the City and all applicable local, state and federal laws.
- _____ 7. Processing fee.
- _____ 8. Application form.
- _____ 9. If the applicant is other than the owner, a notarized letter from the owner designating the party to act on their behalf shall be submitted.

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Procedures

1. Completed application form must be submitted prior to the first Monday on any month.
2. Community and Economic Development Staff Meetings are held every other Tuesday. Staff will review the application at the soonest available meeting following submission of the application (Incomplete submittals will be held until all the requested information is received).
3. After staff review, application will be forwarded to the Planning and Zoning Commission to be considered at their next available meeting.
4. After Planning and Zoning Commission review, application will be forwarded to the City Council for final action.

Owner/Applicant Signature

Date

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