



Voluntary Annexation Application & Checklist

Required Material to be submitted to the Planning & ESI Department for Voluntary Annexation Petition

Project Name/Address: _____ Date: _____

- ☐ Contact information form for property owner and representative including, address, office/daytime telephone number, e-mail address, and fax number.
- ☐ A letter of petition signed by all the owners of the property. A notarized power of attorney is required if any person signs on behalf of another person. The petition must be acknowledged in the manner required for deeds by each person having an interest in the area and it must identify the property owned by each person signing as a petitioner.
 - ☐ Ownership Documents: Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust, or other entity, documents demonstrating signatory's authority to sign Petition on behalf of entity must be included.
- ☐ A statement citing the specific provision(s) of Chapter 43 of the Local Government Code through which annexation is requested.
- ☐ An affirmative, unconditional statement affirming that the area meets all the cited statutory pre-requisites, including that the property is contiguous to the current city limits.
- ☐ A statement including the following information:
 - ☐ Reason(s) for request
 - ☐ Current land use of the property
 - ☐ Location of existing buildings and structures
 - ☐ Current number of residential units and residents living on the property
 - ☐ Proximity to existing water, wastewater, storm water, streets, and other public improvements
 - ☐ Description of planned/proposed development and a completion schedule. (i.e., build-out schedule):
 - ☐ Proposed zoning and density
 - ☐ General Arrangements of existing and proposed land uses
 - ☐ A preliminary drainage plan for the project site
 - ☐ Development phasing including the number of housing units by type and lot size, commercial and/or industrial uses by type and square feet for each, square feet or acreage of parking lots, streets and public ROW, parks, greenways, drainage/open space
 - ☐ Estimates of property values for each use in the development
 - ☐ The proposed street plan
 - ☐ Current or proposed utility purveyors.
- ☐ Field notes of area: Two copies of a current signed and sealed Boundary Description in the form of metes and bounds of the total voluntary annexation area prepared by a licensed engineer or surveyor.
- ☐
- ☐ Two copies of a current signed and sealed Exhibit Map. Survey Map of the area must be clear, easy to read markings and reduced to fit 8 ½ x 11 paper.



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- ☐ Current Nueces County Appraisal District property value information of area to include: account # / Legal Description, property ID #, owner, mailing address, city, zip code acreage, and appraisal value.
- ☐ Payment of \$50 per acre fee, maximum \$2,000 (*to be adopted in the future*).
- ☐ City staff will prepare a fiscal impact analysis to model the projected costs and revenues associated with the proposed development, using the provided development, to determine the net fiscal impact of the development on the City. Such analyses would go beyond the provision of infrastructure, and would include city services such as police and fire protection, libraries, parks and recreation, and other city functions that experience increased demand for service from new development. The fiscal impact analysis will assess each phase of the proposed development and extend a minimum of ten years into the future. The results of the analysis will be presented to City Council along with the annexation application materials.

Notice to petitioner:

Voluntary Annexations are subject to all the applicable provisions of law, including the City Charter of The City of Corpus Christi and Chapter 43 of the Texas Local Government Code. All annexations are solely within the legislative discretion of the City Council. A petition for voluntary annexation does not constitute a contractual obligation to annex the property in question. The submission of a petition does not obligate the City of Corpus Christi to annex all or any portion of the area included in the petition.

Acknowledgement

Please Note: The signature of owner authorizes City of Corpus Christi staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One:)

- ☐ *I will represent my application before city staff, all Commissions and Boards, and City Council.*
- ☐ *I hereby authorize the person named below to act as my agent in processing this application before city staff, all Commissions and Boards, and City Council.*

Owner Name: _____ Phone: _____ Email: _____

Mailing Address, City, State, Zip Code: _____

Owner Signature: _____

Agent's Name: _____ Phone: _____ Email: _____

Agent's Company Name: _____

Mailing Address, City, State, Zip Code: _____

Agent Signature: _____