

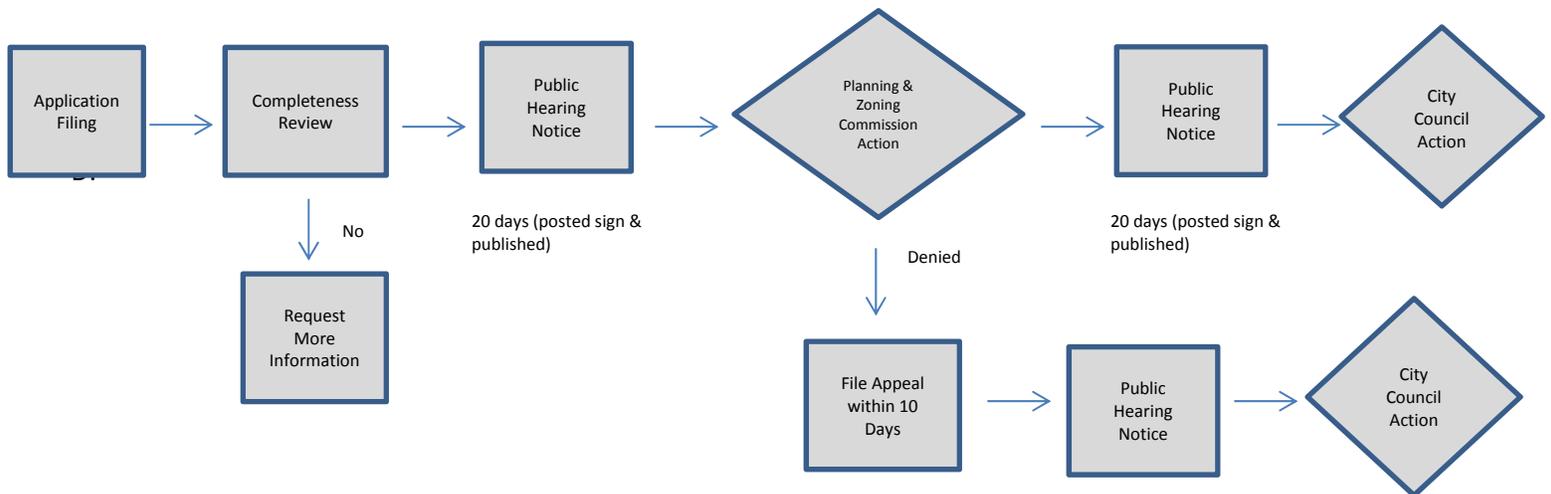


City of Whitehouse  
 P. O. Box 776  
 Whitehouse, TX 75791  
 (903) 839-4914  
 (903) 839-4915 fax

## VOLUNTARY ANNEXATION APPLICATION

### PROCESS

- A. All annexations are by ordinance and only the City Council has the authority to adopt or to change an ordinance. The Council has assigned the study of annexations to the City Planning and Zoning Commission, which will make recommendations to the Council. If the Commission recommends a request for annexation, it will not be effective until it is passed by the City Council. The annexation process normally requires a period of sixty (60) days.
- B. All requests must be filed at City Hall located at 101 A Bascom Road, Whitehouse, TX. A ***complete*** application and a ***complete*** set of related documents must be received before the process will begin. . **The applicant must also post an annexation notification sign provided by the Planning Department; a \$20 refundable deposit is required to obtain the sign. The deposit will be returned when the sign is returned to City Hall.** The sign must be placed in the front yard of the subject property no later than seven days after the application has been submitted. **If the sign is not posted in the required time frame, the application process will cease and the applicant will be required to reapply.**
- C. Please have a representative present at all public hearings. The applicant has the duty to produce evidence before the Planning and Zoning Commission and City Council to justify the proposed annexation.



### OFFICE USE ONLY

Annexation Application Received: \_\_\_\_\_

Sign Deposit Fee

Receipt No.: \_\_\_\_\_ Amount: \_\_\_\_\_

**PROPERTY INFORMATION**

- 1. Location and/or address of Subject Property (required): \_\_\_\_\_
- 2. SCAD Property ID# of Subject Property (required): \_\_\_\_\_
- 3. Legal Description of Subject Property: \_\_\_\_\_  
\_\_\_\_\_
- 4. Size of Subject Property (in acres): \_\_\_\_\_
- 5. Subject Property Current Use: \_\_\_\_\_
- 6. Subject Property Proposed Use: \_\_\_\_\_
- 7. Current Use of Adjacent Properties:  
 North: \_\_\_\_\_ East: \_\_\_\_\_  
 South: \_\_\_\_\_ West: \_\_\_\_\_
- 8. Proposed Zoning of Subject Property: \_\_\_\_\_

**APPLICANT(S) & PROPERTY OWNER(S) INFORMATION**

**Applicant(s):** This will be the City’s official contact. If the applicant(s) is not the property owner(s) a notarized letter from the owner(s) designating the authorized agent below to act on the owner(s) behalf must be submitted with this application.

**Property Owner(s):** If different than the applicant, please complete

Applicant(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Property Owners(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**ADMINISTRATIVE COMPLETENESS CHECKLIST**

- Application
- Summary letter, include a description of any future plans for the property, description of existing conditions on the property, and any other relevant information
- Original Property Tax Certificate
- Deed
- Notarized Statement Attesting to Land Ownership
- If applicable, notarized consent to the annexation application from each lienholder on the property
- Notarized Authorization to Apply on Behalf of Owner (if applicant different to owner)
- Signed and sealed Survey and Metes and Bounds description of property to be annexed – include existing conditions, structures and site features as exhibits to the survey
- Map of the subject property and surrounding location

**CERTIFICATION**

I/We hereby certify that, to the best of my/our knowledge and belief, all information supplies with this application is true and complete, and that I am:

- the Property Owner(s) of Record for the subject property described herein
- the Authorized Agent of the Property Owner(s) of Record for the subject property described (notarized letter of authorization attached)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title