



Voluntary Annexation Application

Article I. Form of Government and Boundaries, Section 1.04

Office Use Only
Staff Initials

Step 1: Pre-Application meeting with City Staff Meeting Date:

Step 2: Complete the application below Application Date:

Please print the following information:

Applicant's Name: Contact Number:

Mailing Address: Alt. Phone:

City: State: Zip: Email:

Owner's Name: Contact Number:

Mailing Address: Alt. Phone:

City: State: Zip: Email:

Engineer/Surveyors Name: Contact Number:

Mailing Address: Alt. Phone:

City: State: Zip: Email:

Legal Description of Property: Lots: Block: Subdivision:

Purpose of Annexation:

Office Use Only
checkboxes

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
B. Completed Petition found attached to this application
C. Application Fee:

Base: \$200.00 \$200.00
GIS: \$15.00 \$15.00

(All checks payable to City of Marble Falls) Total: \$215.00

Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS APPLICATION.

Applicant's Signature Owner's Signature (notarized) Date

STATE OF TEXAS:
COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this day of 20.

Notary Public in and for the State of Texas

My Commission Expires On:

*If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.

Voluntary Annexation Application Checklist

Required *

- Tax Certificate showing Legal Owner** (with no taxes due)
- Plat or Survey** sealed by a licensed surveyor:
 - Four (4) copies of annexation area at 18"x24"
 - One (1) copy at 11"x17"
 - One (1) copy at 8 ½" x 11"
- Digital copy** of survey area on CD or flash drive, in CAD format (NAD 1983, State Plane 4203)
- Applicant attendance at City Council meetings
- Statement.** A statement describing the nature and operating characteristics of the proposed use, including any data pertinent to the findings required for approval of the application. For uses involving public assembly or industrial processing or uses potentially generating high volumes of vehicular traffic, the City Manager may require specific information relative to the anticipated peak loads and peak use periods, relative to industrial processes and the ability of the use to meet performance standards or substantiating the adequacy of proposed parking, loading, and circulation facilities.
- Petition for Voluntary Annexation into the City of Marble Falls** completed and signed by all owners (petition follows this page)

Staff's Signature

Date

* Required items to be determined at Pre-Application meeting

STATE OF TEXAS §
 §
COUNTY OF _____ §

**PETITION FOR VOLUNTARY ANNEXATION OF PROPERTY
INTO THE CITY LIMITS
OF THE CITY OF MARBLE FALLS**

To the Mayor and City Council of the City of Marble Falls, Texas:

The undersigned owner(s) of the tract of land described herein hereby request and petition the City of Marble Falls (“City”), pursuant to Section 43.021, and Section 43.052(h) of the Texas Local Government Code and the City of Marble Falls Charter, to extend the present city limits of the City and annex the property described in Exhibit “A” (the “Tract”), which is attached and incorporated herein for all purposes.

I/We certify and swear that:

1. I/We are the sole owners of the Tract described in Exhibit “A” and we own more than 50% of the Tract;
2. All of the Tract is currently located within the City’s ETJ and is contiguous and adjacent to current city limits of the City;
3. The Tract is not located within the corporate limits or ETJ of any other municipality or other special district;
4. The Tract contains fewer than 100 separate tracts of land on which one or more residential dwellings are located on each tract; and
5. This request for inclusion of the Tract in the Marble Falls city limits is made voluntarily.

I/We certify and swear that this petition is signed and acknowledged by each and every person and corporation owning said tract, or having an interest in any part thereof.

Name
Address: _____

Date : _____

STATE OF TEXAS §
COUNTY OF _____ §

This instrument was sworn to, signed and acknowledged before me by on this, the ___ day of _____, 201_.

Notary Public, State of Texas
My commission expires: _____

Exhibit “A”

Property Description

Attached is a description of the
Property intended to be annexed by the City of Marble Falls by request of the owner(s)
and a map or drawing of same