



**CITY OF WINNSBORO**

**501 South Main Street  
Winnsboro, Texas 75494  
Phone: (903) 342-3654  
Fax: (903) 342-5708**

**ANNEXATION PETITION/APPLICATION AND CHECKLIST**

Applicant/Developer: \_\_\_\_\_

Contact: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

***Property Information:***

Property Address: \_\_\_\_\_

Total acres: \_\_\_\_\_

Lots(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision: \_\_\_\_\_

Survey Name \_\_\_\_\_ County \_\_\_\_\_

Abstract No \_\_\_\_\_ Tract Number(s) \_\_\_\_\_

Survey Name \_\_\_\_\_ County \_\_\_\_\_

Abstract No \_\_\_\_\_ Tract Number(s) \_\_\_\_\_

Survey Name \_\_\_\_\_ County \_\_\_\_\_

Abstract No \_\_\_\_\_ Tract Number(s) \_\_\_\_\_

*Use additional sheets if necessary for multiple tracts*

***Planner/Surveyor/Engineer Information:***

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

***Owner Information:***

Property Owner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

All annexations are conducted in accordance Chapter 43 of the Local Government Code of the State of Texas. The following checklist is a summary of the requirements necessary to petition for annexation.

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**Submission of the formal annexation application must include the documents noted below prepared by a Registered Professional Land Surveyor:**

- \_\_\_ Letter of request signed by the property owner(s) and bearing original signatures
- \_\_\_ **Two signed and sealed originals** -- Exhibit map on a convenient scale clearly depicting the area to be annexed and reduced to fit on 8 ½" x 11" paper, depicting any out-parcels. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- \_\_\_ **Two signed and sealed originals** -- Boundary description in the form of a metes and bounds of the total area to be annexed, and describing any out parcels, noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- \_\_\_ Descriptions and exhibit maps shall clearly reference deeds, ordinances, recorded plat(s) and/or other documents including recognizable lines such as property corners and lines, fence corners and lines, survey corners and lines, road and railroad right-of-ways and intersections and those of abutting parcels and city limits shall be relied upon with reference citation for the location of the boundaries of the subject parcel(s).
- \_\_\_ **One copy** of all referenced documents (deeds, ordinances, recorded plat(s), and/or other documents).
- \_\_\_ Digitized version of all maps (pdf format), and metes and bounds descriptions submitted in Microsoft Word format either emailed or delivered via transportable thumb drive.
- \_\_\_ ~~Application fee -- \$\_\_\_\_\_ for first \_\_\_ acres, additional \$10 per acre over 75 acres.~~

**If the Right-of –Way immediately adjacent to the area being annexed is not currently within the city limits it must also be annexed. Provide exhibits as outlined below. No additional application fee will apply.**

- \_\_\_ **Two signed and sealed originals** -- Exhibit map on a convenient scale clearly depicting the Right of Way adjacent to the area to be annexed and reduced to fit on 8 ½" x 11" paper. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- \_\_\_ **Two signed and sealed originals** -- Boundary description in the form of a metes and bounds of the Right of Way to be annexed, noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.

***IF ALSO PLATTING:***

\_\_\_ Concept and/or preliminary plat of the area submitted at the time of the annexation request.

***ADDITIONAL PROPERTY INFORMATION:***

Current land use: \_\_\_\_\_

Proposed land use: \_\_\_\_\_

Residential Land Use:

Number of Units

Average market value of units:

Build Out Time:

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Commercial Development:

Value of commercial property when developed:

Build Out Time:

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Other applications associated with this property (current & previous):