



ANNEXATION APPLICATION AND CHECKLIST

Applicant/Developer: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Property Information:

Property Address: _____

Total acres _____ Mapsco No. _____

Lots(s) _____ Block(s) _____ Subdivision: _____

Survey Name _____ County _____

Abstract No _____ Tract No'(s) _____

Survey Name _____ County _____

Abstract No _____ Tract No'(s) _____

Survey Name _____ County _____

Abstract No _____ Tract No'(s) _____

Planner/Surveyor/Engineer Information:

Name: _____

Address: _____

Telephone: _____ Email: _____

Owner Information:

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

Continued on reverse side

IF ALSO PLATTING:

____ Concept and/or preliminary plat of the area submitted to the Development Department Applications Division 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:

Commercial Development:

Value of commercial property when developed:

Build Out Time:

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

CASE NO. AAX-0	-	DATE:	TAKEN BY:
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The following checklist is a summary of the requirements listed under Chapter 43 of the Local Government Code of the State of Texas, and Chapters 1 & 27 of the Charter of the City of Fort Worth, and other City Council and Staff Requirements.

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 (jpeg format), and metes and bounds descriptions submitted in Microsoft Office format as either CD Rom, 3 X 5 disk, or email.
- ___ Application fee - \$682 for first 75 acres, additional \$6 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