

Annexation Checklist

- ☐ **CLOUDPERMIT ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **APPLICATION FEE** must be submitted at the time application is submitted, (see adopted Fee Schedule).
- ☐ **LETTER OF INTENT** must include all letter of intent requirements shown on page 2, and signature of the owner or applicant (separate digital file).
- ☐ **NOTARIZED VOLUNTARY ANNEXATION LETTER** with owner's signature (separate digital file). Example letter language attached *PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS*.
- ☐ **PROOF OF OWNERSHIP** certified copy of a Tax Certificate for the subject property ***AND*** copy of Deed
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **ANNEXATION EXHIBIT** formatted and scaled to a 24" by 36" page size (separate digital file). See technical requirements below.



114 S. Echols Street
Caldwell, Texas 77836
979-567-3271 ext. 104
development@caldwelltx.gov

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

- Separate digital file submission
- Authorized Agent Letter must be notarized.
- Include following language:

"With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address and/or application number)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project."

Authorized Agent Letter must be notarized



LETTER OF INTENT REQUIREMENTS

- Header

Date

City of Caldwell
Development Services Department
114 S. Echols St. Caldwell, TX 77836
979-567-3271 ext. 104

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.

The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.



PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR OF THE GOVERNING BODY OF _____, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby [if applicable: waive the requirement to be offered a development agreement pursuant to Section 43.016, and] petition your honorable Body to extend the present city limits so as to include as part of the City of _____, Texas, the following described territory, to wit:

(Here describe the territory covered by the petition)

We certify that the above described tract of land is contiguous and adjacent to the City of _____, Texas, and that this petition is signed and duly acknowledged by each and every person having an interest in said land.

Signed: _____

Signed: _____

Signed: _____

THE STATE OF TEXAS

COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____, _____, and _____, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

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

Notary Public in and for
_____ County, Texas.



ANNEXATION TECHNICAL CHECKLIST

<u>General Annexation Sheet</u>	<u>Applicant</u>
Location map with north arrow and scale	
North arrow	
Graphic and written scale. Scale must be 1"=20' or as determined by the Director	
Property boundaries with bearings and distances	
Title block located in the <i>lower right-hand corner</i> containing the acreage, survey name & abstract, county listed, and preparation date.	
Name, address, and phone number of the property owner, applicant and engineer	
Legend, if abbreviations or symbols are used	
Show and provide a table of the following of all properties within 200 feet of the subject property: ○ Owner name ○ Property ID# ○ Address ○ Recording Information	
Street access to site, width of proposed ingress/egress, street names, intersections, centerline, and ultimate right-of-way dimensions	
Any additional information required/requested by this application, City staff, City Codes & Ordinances and State Statues	