



VOLUNTARY ANNEXATION APPLICATION

PROPERTY INFORMATION

Project Name or Address _____
 Acreage _____ Property ID#(s) _____ County _____

REQUIRED DOCUMENTATION

1. Letter requesting annexation to include the following:
 - a. Name(s) of all property owner(s), signed by each, and date of signing.
 - b. Street address of the property
 - c. Number of residents living on the property
 - d. Current & proposed use of the property
 - e. Tax appraisal district property ID number(s)
 - f. Acknowledgement that the property is contiguous to the current city limits
 - g. Map of the subject property
2. A legal description of the property (including a survey, field notes or legal description- subdivision, lot, and block) - label as **Exhibit A**.
3. Ownership documents. Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust, or other entity, documents demonstrating signatory's authority to sign Petition on behalf of entity must be included.

CONTACT INFORMATION

Please Note: The signature of owner authorizes City of Pilot Point staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

- I will represent my application before city staff, all Commissions and Boards, and City Council.
- I hereby authorize the person named below to act as my agent in processing this application before city staff, all Commissions and Boards, and City Council.

| CONTACTS | PROPERTY OWNER | AUTHORIZED AGENT |
|------------------|----------------|------------------|
| Name | | |
| Company | | |
| Address | | |
| City/State/Zip | | |
| Phone | | |
| Email | | |
| Signature | | |



PETITION FOR VOLUNTARY ANNEXATION

TO: THE MAYOR AND GOVERNING BODY OF THE CITY OF PILOT POINT, TEXAS.

The undersigned owners of the hereinafter described tract of land, contiguous to the city limits, hereby petition your Honorable Body to extend the present city limits so as to include as a part of the City of Pilot Point, Texas, the property described in **Exhibit A**, attached hereto and made a part hereof.

We hereby certify, under oath, that:

WE ARE THE TRUE AND ONLY OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND, as conveyed to us in Deed(s) recorded as Document No. _____, Official Public Records of _____ County, or in Volume _____ Page _____, Deed Records of _____ County.

Owner(s)

SUBSCRIBED AND SWORN TO BEFORE ME, a notary public, by _____
this _____ day of _____, 20____, A.D.

Notary Public, State of Texas

ACKNOWLEDGMENT (INDIVIDUAL)

This instrument was acknowledged before me on the _____ day of _____, 20____,
A.D. by _____.

Notary Public, State of Texas

ACKNOWLEDGMENT (CORPORATE)

This instrument was acknowledged before me on the _____ day of _____, 20____,
A.D. by _____, the _____ of _____,
a Texas _____, on behalf of said _____.

Notary Public, State of Texas