

ANNEXATION PROCESS

1. Petition of intent
2. Must conduct 2 PH's and must be scheduled for on or after the 40th day, but before the 20th day, before the date of the institution of proceedings. Resolution that sets date, time and place of each hearing.
3. Notice of hearings must be published in local newspaper. Notice must be published at least once on or after the 20th day but before the 10th day before the date of the hearing. Must be posted on the city's website. Notice of hearing must also be given by certified mail to:
 - (a) Each public entity as defined by Texas Local Government Code 43.053
 - (b) The utility providers that service the proposed annexed area.
 - (c) Each railroad company that serves the municipality and is on the tax roll if R.O.W. is in the proposed annexed area
 - (d) Each property owner in the proposed annexed area

CHECKLIST PROCEDUREES:

1. Obtain legal description – metes and bounds on the petition letter TX SB 6 of 2017
2. Evaluate voting rights only if it is not a voluntary annexation because they must sign a letter of intent.
3. Does it need annexation plan? Not if fewer than 100 tracts of land with one or more dwellings on each tract.
4. Prepare Service Plan – if the annexation is voluntary, performed at the request of the landowners, each landowner needs to approve the service plan in writing **before** the ordinance is filed. A copy of the service plan with an approval block signed by each landowner to the ordinance, can be included with a copy of the petition for annexation. This may prevent later attempts to de-annex because of lack of services. Service plan must schedule the provision of “full municipal services” in the annexation area no later than 2 ½ years after effective date. If extending period to provided services can be no later than 4 1/2 years after the effective date. (must be shown in (Capital Improvement Plan)

Police Protection, Fire Protection, Emergency Medical Services, Solid Waste, Water and Waste Water. Maintenance of roads and streets including road and street lighting, maintenance of parks, playgrounds, swimming pools and any publicly owner facility building of service.

If annexed area has a lower level of all services, the service plan must provide area with level of services on other parts of the municipality. Proposed service plan must be made available for public inspection and explained at the hearings. Service plan must be attached to final annexation ordinance. If annexation plan is not required-must be completed within 980 days after the council institutes the annexation proceedings.

Per TML-voluntary annexation on petition of area voters (no specific statutory authority).