

# APPLICATION REQUIREMENTS

## FOR VOLUNTARY ANNEXATION REQUEST

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- Summary letter, to include a description of any future plans for the property, description of existing conditions on the property, and any other relevant information describing status of property
- Property Information
  - Location/Address of Property(s)
  - TCAD Property ID(s): [http://www.traviscad.org/property\\_search.html](http://www.traviscad.org/property_search.html)
  - Legal description of property
  - Future Land Use Map Designation
  - FEMA Floodplain Panel(s)
  - Watershed
  - If currently a Development Agreement, identify said agreement
- Applicant and Property Owner Contact Information; lienholder contact information, as applicable
- Original Property Tax Certificate demonstrating all taxes paid to date
- Deed
- Notarized Statement Attesting to Land Ownership
- If applicable, notarized consent to the annexation application from each lienholder on the property.
- Notarized Authorization to Apply on Behalf of Owner (if applicant different than owner)
- Signed and sealed Survey and Metes and Bounds description of property to be annexed
  - Include existing conditions, structures, and site features as exhibits to the survey

