



Voluntary Annexation Checklist

Required Material for Voluntary Annexation Petition

- Letter of Transmission* to the City Clerk, City of San Antonio at 1400 S. Flores, P.O. Box 839966, San Antonio, Texas 78283. It is suggested that a copy is furnished to the Planning and Development Services Director at: 1901 S. Alamo, PO Box 839966, San Antonio, Texas 78283.
- Payment of \$3,000 fee* (set by Ordinance No. 101399) Yes No
- Contact information* for property owner and representative including, address, office/daytime telephone number, e-mail address and fax no.
- A petition signed by the owners of the property.* A notarized power of attorney is required if any person signs on behalf of another person. Appropriate corporate or partnership authorizations are required if a corporation or partnership is a petitioner. The petition must be acknowledged in the manner required for deeds by each person having an interest in the area and it must identify the property owned by each person signing as a petitioner.
- A statement citing the specific provision(s) of Chapter 43 of the Local Government Code* through which annexation is requested.
- An affirmative, unconditional statement* affirming that the area meets all of the cited statutory pre-requisites.
- A statement by applicant agreeing to waive the time limit under Section 43.028 (d) of the Texas Local Government Code* if annexation is sought based upon that section of the code. In this statement include the following:
 - Reason(s) for request
 - Current land use and planned use of the property.
 - Description of proposed development and a completion schedule. (i.e., build-out schedule, value of property when developed, commercial or residential development, type of commercial development, number of homes, value of homes, lot size, density, open space, parks, etc.).
 - Current or proposed utility purveyors.
- Field notes of area:* Two copies of a current signed and sealed Boundary Description in the form of metes and bounds of the total voluntary annexation area prepared by a licensed engineer or surveyor.
- Two copies of a current signed and sealed Exhibit Map.* Survey Map of the area must be clear, easy to read markings and reduced to fit 8 ½ x 11 paper.
- Current Bexar Appraisal County District property value information of area to include: account # / Legal Description, owner, mailing address, city, zip code acreage, and appraisal value.

Notice to petitioner:

Voluntary Annexations are subject to all the applicable provisions of law, including the City Charter of The City of San Antonio and Chapter 43 of the Texas Local Government Code. All annexations are solely within the legislative discretion of the City Council. A petition for voluntary annexation does not constitute a contractual obligation to annex the property in question. The submission of a petition does not obligate the City of San Antonio to annex all or any portion of the area included in the petition.