



City of Fair Oaks Ranch

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

PH: (210) 698-0900 FAX: (210) 698-3565 awade@fairoaksranchtx.org www.fairoaksranchtx.org

S1 SPECIFIC APPLICATION FORM - ANNEXATION

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed.

- ☐ Pre-Application Conference prior to application submittal.
- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ Concept plan approval (if required).
- ☐ Municipal Annexation Plan in conformance with the Unified Development Code (UDC).
- ☐ A title report.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ A copy of the legal description (metes and bounds) of the area encompassing the annexation request. If the property is platted, a copy of the plat should be provided.
- ☐ Location/vicinity map showing the location and boundaries of the annexation. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Letter of Intent explaining the annexation request in detail, reason for the request, the designation of Extraterritorial Jurisdiction (ETJ), the area of the newly annexed territory and how the annexation meets the goals and objectives of the Comprehensive Plan.
- ☐ A brief description of each municipal ordinance that would be applicable as authorized by Section 212.003 of the LGC.
- ☐ Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- ☐ Acknowledgment that the sign posted by the applicant on the property fifteen (15) days prior to the public hearing will be maintained until the zone change is heard at the public hearing.