

VOLUNTARY ANNEXATION APPLICATION

FOR ANNEXATION INTO THE CITY LIMITS

With initial submission provide: 1 copy of supporting documents, 2 full sized and one 11"x17" set of all plans, and all submission materials on CD.

PROPERTY INFORMATION

Location/Address _____

TCAD Property ID(s) (6 digit number) _____
http://www.traviscad.org/property_search.html

Legal Description _____

Future Land Use Map Designation _____

FEMA Floodplain Panel(s) _____

Watershed _____

Currently under a Development Agreement Yes No

APPLICANT & PROPERTY OWNER INFORMATION

Applicant: *This will be the City's official contact. If the applicant is not the property owner, at the time of submittal provide a notarized letter from the owner designating the authorized agent identified below to act on his/her behalf.*

Property Owner: *If different than applicant, please complete.*

	Applicant	Property Owner
Primary Contact		
Name of Business		
Mailing Address		
Email		
Phone		

Are there any outstanding liens that affect the property? ___ Yes ___ No

If yes, list them below and provide their notarized consent to the application.

Entity: _____ Interest: _____

For Internal Use Only	
Date Filed	Project Number



ADMINISTRATIVE COMPLETENESS CHECKLIST

- Application
- 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
- Original Property Tax Certificate
- Deed
- Notarized Statement Attesting to Land Ownership
- If applicable, notarized consent to the annexation application from each lienholder on the property.
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- 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

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

If there are multiple property owners, attach separate page(s) with notarized signature(s)

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application.

By signing this form, the owner of the property authorizes the City of Bee Cave to begin proceedings in accordance with the process for voluntary annexation. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve it. All decisions are at the discretion of the City Council.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS
COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed. Given under my hand and seal of office this ____ day of _____, 20__ A.D.

Notary Public Signature

Notary Public Printed Name

Date

