

CITY OF SINTON

APPLICATION AND CHECKLIST – VOLUNTARY ANNEXATION

Project Name / Address: _____ Submittal Date: _____

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

The following items are required to be submitted to the City of Sinton in order for the application to be accepted for review.

1. Petition requesting annexation, signed and notarized by all property owners detailing the following information:
 - a. The name of the property owner(s)
 - b. The street address of the property
 - c. Appraisal district property ID number
 - d. Statement showing all property taxes are current
 - e. Acknowledgement that property is contiguous to the current city limits
 - f. Identify the number of residents living on the property
 - g. Current use of the property
 - h. Proposed use of the property
2. Map / Survey of the subject property
3. A legal description of the property (including survey, field notes with metes and bounds description, subdivision, lot, and block) label as EXHIBIT A.
4. Ownership Documents. Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust, or other entity, documents demonstrating signatory's authority to sign Petition on behalf of entity must be included.
5. **Application Fee: \$1,100.00**

PROPERTY INFORMATION

Owner(s): _____

Address: _____

Phone: _____ E-mail: _____

Acreage: _____ Appraisal District ID Number: _____

Legal Description: _____

CITY OF SINTON

Number of Lots and Proposed Use: _____

Agent: _____

Please Note: *The signature below authorizes the City of Sinton staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. All correspondence and communication will be conducted with the authorized agent. If no agent is listed, the owner will be considered the agent.*

(Check One)

_____ I will represent my application before city staff and the City Council.

_____ I hereby authorize the person or firm named below to act as my agent in processing this application before city staff and City Council.

Owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Date: _____ E-mail: _____

Agent's Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____