

PETITIONED ANNEXATION PROCESS

Sequence of Events Leading Up to a Petitioned Annexation Request:

Initiating documentation - *Petition by Landowner for Annexation Request* which includes a notarized form signed by the legal owner of record accompanied by Exhibit A - survey/map of tract land being requested for annexation with the metes & bounds measurements noted; and Exhibit B - written metes & bounds description of the acreage/tract along with the annexation processing fee \$500 made out to the City of Wichita Falls.

The City will also need a request for rezoning/zone change for the subject tract.

Fees for rezoning are as follows:

\$400 up to 5-acres; for each additional acre add \$10 per acre

Annexation Steps:

1. **Annexation Municipal Service Agreement** – staff develop draft - email owner & engineer
2. **Notice of Public Hearing Letters** – staff develop and send via postal mail prior to publication of legal notice. The number of entities (i.e. ISDs, County, RR Authority, VFD, EMS, Appraisal Districts) is dependent on subject tract location
3. **Post Property**
 - stake for public hearing for proposed annexation
 - notice of signage
 - posted on tract
4. **Newspaper Notice of Public Hearing - legal ad** – staff email TRN notice for publication
5. **City Website Notice of Public Hearing:**
 - email City Clerk
 - posting on CWF website until 1 day after city council hearing
6. **Council Agenda Items:**
 - public hearing/ordinance: petitioned annexation
 - public hearing/ordinance: rezone/zone change recommendation
 - draft agenda items - internal deadline
7. **City Council Meeting/Public Hearing Date:**
 - either 1st or 3rd Tuesday of each month - meeting held at 8:30 am Memorial Auditorium Bldg/City Hall - 1300 7th Street, Wichita Falls, TX
8. **Post Annexation Notifications** - City Clerk's office actions