

# CITY OF SCHERTZ ANNEXATION CHECKLIST

**APPLICATION COMPLETENESS REQUIREMENTS:**

- Fees including breakdown of calculations on a separate sheet
- Development Application signed by owner and notarized
- Legal Metes and Bounds (field notes) on an 8 ½" by 11" sheet including surveyor seal and signature
- This checklist (signed by applicant/representative)
- 15- Black line or blue line copies at (18"by 24") exhibits **folded** to no larger than 8 ½" by 11" with title block facing to the front.
- One 11" by 17" reduction of exhibit **folded** to no larger than 8 ½" by 11" with title block facing to the front.
- Mailing labels with name and address of all property owners within the proposed annexation area.
- Copy of the Deed
- One (1) CD containing a digital copy of the plan in PDF format
- Agent Authorization Letter, as required
- Certified copy of a Tax Certificate for the subject property
- A letter to the City requesting voluntary annexation on owner's letterhead

**\*\*Do not leave any items unchecked \*\***

	Applicant	Staff	Not Applicable	<b>TECHNICAL REQUIREMENTS</b>
				1 Location/Vicinity map with north arrow.
				2 Title block listing the subdivision name, acreage, survey name and abstract number, city, county, and preparation date locate at the <i>lower right corner</i> , and preparation date.
				3 Legend, if abbreviations or symbols are used.
				4 Name, address and phone number for owner, applicant and surveyor.
				5 North arrow and scale appropriate for the level of detail (1"=100') include graphical scale.
				6 Surveyed property with bearings and distances.
				7 Owner's name, address and recording information of adjacent properties.
				8 Street access to site, width of proposed ingress/egress, street names, intersections, centerline and ultimate right-of-way dimensions.
				9 Any information required by this application or by the Unified Development Code.

**\*\*PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION\*\***

Preparer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Prepared: \_\_\_\_\_