

Planning Department Annexation Checklist

- ☐ **CITYVIEW ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **LETTER OF INTENT** must include all letter of intent requirements shown on page 2, and signature of the owner or applicant (separate digital file).
- ☐ **NOTARIZED VOLUNTARY ANNEXATION LETTER** with owner's signature (separate digital file). Example letter language:

To Whom It May Concern:

*My name is **(owner name)** and I own approximately **(acreage)** located at **(address of property or parcel ID #s)** and I am voluntarily requesting to be annexed into the City of Schertz.*

(Signature)(Date)

Annexation Letter must be notarized

- ☐ **PROOF OF OWNERSHIP** certified copy of a Tax Certificate for the subject property ***AND*** copy of Deed
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **ANNEXATION EXHIBIT** formatted and scaled to a 24" by 36" page size (separate digital file). See technical requirements below.
- ☐ **APPLICATION FEE** in conformance with the City of Schertz Fee Schedule (paid upon intake of application)

LETTER OF INTENT REQUIREMENTS

- Header

Date

City of Schertz Planning Department
1400 Schertz Parkway Bldg. 1
210-619-1780

Letter Contents:

- Define acreage of subject property.
- Describe in detail the location of the property. **(Example: approximately 125 feet South of Main Street or distance from an intersection.)**
- Specify proposed uses with specific operations defined.
- Square footage of proposed building.
- Please specify if the proposed development will be developed in phases.
- If there is going to be more than one use, will each use be operated and maintained by one owner **(Example: Church and Daycare/School)**.
- Special considerations such as waivers, or variances.
- Specify existing and/or proposed zoning district.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**
- If authorized agent is used, please include in Letter of Intent, or submit a separate authorization letter that includes the following language:

"With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address and/or application number)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project."

Authorized Agent Letter must be notarized

ANNEXATION TECHNICAL CHECKLIST

General Annexation Sheet	Applicant
Location map with north arrow and scale	
North arrow	
Graphic and written scale. Scale must be 1"=20' or as determined by the Director	
Property boundaries with bearings and distances	
Title block located in the <i>lower right-hand corner</i> containing the acreage, survey name & abstract, county listed, and preparation date.	
Name, address, and phone number of the property owner, applicant and engineer	
Legend, if abbreviations or symbols are used	
Show and provide a table of the following of all properties within 200 feet of the subject property: ○ Owner name ○ Property ID# ○ Address ○ Recording Information	
Street access to site, width of proposed ingress/egress, street names, intersections, centerline, and ultimate right-of-way dimensions	
Any additional information required/requested by this application, City staff, City Codes & Ordinances and State Statues	