

# 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 \$523 made out to the City of Wichita Falls.

We will also need a request for rezoning/zone change for the same tract.

Fees for rezoning are as follows:

\$470 up to 5-acres; for each additional acre or fraction thereof add \$11 per acre

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## Annexation Steps:

1. **Annexation Municipal Service Agreement** - develop draft - email owner & engineer
2. **Notice of Public Hearing Letters** - postal mail prior to publication of legal notice- X # of entities (i.e. ISDs, County, RR Authority, VFD, EMS, Appraisal Districts)
3. **Post Property**
  - stake for public hearing for proposed annexation
  - notice of signage
  - posted on tract by SWParkway
4. **Newspaper Notice of Public Hearing - legal ad**- email TRN notice- 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