



Petition for Voluntary (Consent) Annexation Guidelines

City of San Antonio – Planning Department

PETITION VOLUNTARY ANNEXATION REQUIREMENTS AND ATTACHMENT

- A letter of transmission to the Planning Director of the City of San Antonio, P.O. Box 839966, San Antonio, Texas 78283-3966.
- A petition signed by the landowners or persons having any interest in the property including the spouses if the property is co-owned. The petition must be acknowledged in the manner required for deeds by each person having an interest in the area and it must identify the property owned by each person signing as a petitioner. A notarized power of attorney is required if any person signs on behalf of another person. Appropriate corporate or partnership authorizations are required if a corporation or partnership is a petitioner
- Payment of \$3,000 fee (set by Ordinance No. 101399)
- Contact information for landowners including: Names, Mailing Addresses, Office/Daytime Telephone Numbers and E-mail Addresses
- Contact information for the attorney or legal representative including: Names, Firm Name, Mailing Addresses, Office/Daytime Telephone Numbers and E-mail Addresses
- A statement by Petitioner which includes the reason(s) for the petition.

ACKNOWLEDGMENTS

- A statement by the landowner or representative whom acknowledge that the petition is complete, all information included is accurate and meet the cited statutory pre-requisites.

VOLUNTARY ANNEXATION DESCRIPTION AND DETAILS

- Number of Parcel to be annexed
- Current County Appraisal District's Parcel Identification Number(s)
- Current County Appraisal District's Account Number(s)
- Site address
- Acreage
- Current or proposed service or utility purveyors.
- Description of exiting land use
- Digital Copy of the Proposed Annexation Map and Legal Description(s)

If the proposed annexation area consists of a portion(s) of a parcel, then include the following items to identify the proposed annexation area.

- Digital Field Notes: Sealed Boundary Description or Metes and Bounds Survey of the total voluntary annexation area prepared by a licensed engineer or surveyor.
- Digital copy of currently signed and sealed Exhibit Map. This Survey Map of the area must be clear, easy to read markings and reduced to fit 8 ½ x 11 paper.
- Description of proposed development including:
 - Description of residential development project including the number of residential units, single- family or multi-family residential, townhomes, the price value of housing units, lot size, density, open space, parks, amenities (club house) etc.
 - Description of commercial or industrial development, including square footage, and type of commercial development including retail, office, industrial
 - Current Appraisal Value
 - Total estimated value on completion
 - Expected project begin date
 - Expected completion date
 - Projected Build- out schedule can be attached.

PLAN AMENDMENT AND ZONING APPLICATIONS

- Proposed Future Land Use Requested (Associated Plan Amendment Application)
- Proposed Zoning and Zoning Overlay Districts (Associated Re-zoning Application)

NOTICE TO PETITIONER:

Voluntary Annexation, also referred to Consent Annexation, are subject to all the applicable provisions of law, including the City Charter of the City of San Antonio and Chapter 43 of the Texas Local Government Code. All annexations are solely within the legislative discretion of the City Council. A petition for voluntary annexation does not constitute a contractual obligation to annex the property in question. The submission of a petition does not obligate the City of San Antonio to annex all or any portion of the area included in the petition.
