



CITY OF FORT WORTH	DEVELOPMENT SERVICES DEPARTMENT
MARY ELLIOTT, PLANNING MANAGER	
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817-392-7844	

**LIMITED PURPOSE ANNEXATION APPLICATION AND CHECKLIST**

Applicant/Developer: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

***Property Information:***

Property Address: \_\_\_\_\_

Total acres \_\_\_\_\_ Mapsco No. \_\_\_\_\_

Lots(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision: \_\_\_\_\_

Survey Name \_\_\_\_\_ County \_\_\_\_\_

Abstract No \_\_\_\_\_ Tract No'(s) \_\_\_\_\_

Survey Name \_\_\_\_\_ County \_\_\_\_\_

Abstract No \_\_\_\_\_ Tract No'(s) \_\_\_\_\_

Survey Name \_\_\_\_\_ County \_\_\_\_\_

Abstract No \_\_\_\_\_ Tract No'(s) \_\_\_\_\_

***Planner/Surveyor/Engineer Information:***

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

***Owner Information:***

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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The following checklist is a summary of the requirements listed under Chapter 43 of the Local Government Code of the State of Texas, and Chapters 1 & 27 of the Charter of the City of Fort Worth, and other City Council and Staff Requirements.

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**Submission of the formal annexation application must include the documents noted below prepared by a Registered Professional Land Surveyor:**

- \_\_\_ Letter of request signed by the property owner(s) and bearing original signatures.
- \_\_\_ **Two signed and sealed originals** -- Exhibit map on a convenient scale clearly depicting the area to be annexed and reduced to fit on 8 ½” x 11” paper, depicting any out-parcels. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- \_\_\_ **Two signed and sealed originals** -- Boundary description in the form of a metes and bounds of the total area to be annexed, and describing any out parcels, noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- \_\_\_ Descriptions and exhibit maps shall clearly reference deeds, ordinances, recorded plat(s) and/or other documents including recognizable lines such as property corners and lines, fence corners and lines, survey corners and lines, road and railroad right-of-ways and intersections and those of abutting parcels and city limits shall be relied upon with reference citation for the location of the boundaries of the subject parcel(s).
- \_\_\_ **One copy** of all referenced documents (deeds, ordinances, recorded plat(s), and/or other documents).
- \_\_\_ Digitized version of all maps (jpeg format), and metes and bounds descriptions submitted in Microsoft Office format as either CD Rom, 3 X 5 disk, or email.
- \_\_\_ Application fee - \$3,000.00

***IF ALSO PLATTING:***

- \_\_\_ Concept and/or preliminary plat of the area submitted to the Development Department Applications Division at the time of the annexation request.

***ADDITIONAL PROPERTY INFORMATION:***

Current land use:

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Proposed zoning:

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Project the type of development that will occur in the area in the next 10 years if the area is not annexed for limited purposes and also if the area is annexed for limited purposes. Attach additional sheets if necessary. Analyze the economic, environmental, and other impacts the limited purpose annexation will have on any residents, landowners and business in the area.

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