



Development Services Intake
 450 Cypress Creek Road, Building 2
 Cedar Park, TX 78613
 Office: 512-401-5100
 Fax: 512-258-1471

Project Name: _____
 Submittal Date: _____
 ANX Permit #: _____

(City will assign)



VOLUNTARY ANNEXATION PETITION
 APPLICATION & CHECKLIST

Name of Applicant: _____
 Date of Submittal: _____
 Proposed Acreage to be Annexed: _____

APPLICATION COMPLETENESS CERTIFICATION

PROVIDED
 applicant
 must check

REQUIRED DOCUMENTS

- Completed and Signed Application/Checklist
- Completed annexation petition with each owner’s original signature. Must include all owners signatures if there are multiple owners of record.
- Application fee of \$400.00 - Includes fees for filing and processing of petition and required public notices.
- A copy of the deed showing current ownership
- A clear and legible copy of certified field notes (metes and bounds) describing the boundary of the property that is being petitioned for annexation with a graphic exhibit (map or plat) clearly showing the property. The boundary description and the graphic exhibit must each be contained on a 8 1/2" x 11" sheet of paper. If the property is a subdivided lot, please submit a copy of the recorded subdivision plat.
- If applicable, water and wastewater utilities agreement between City and applicant for extension of utilities.

INSTRUCTIONS

- » Fill out the following application and checklist and upload online at www.mygovernmentonline.org. Current applications and city ordinances are located on the City’s website (www.cedarparktexas.gov)
- » Submit the completed application package and all subsequent documentation and updates by uploading to www.mygovernmentonline.org and providing 1 hard copy to Development Services/Intake 450 Cypress Creek Road, Building 2 / Cedar Park, Texas 78613



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OWNER INFORMATION - Please fill out a separate sheet for each owner of record

Owner(s) Name: _____
If the property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Owner's Signature: _____ Date: _____

AGENT/APPLICANT AUTHORIZATION - Please check on of the following:

- I will represent my petition before the city staff and the City Council of the City of Cedar Park
- I hereby authorize the person named below to act as my agent/applicant in representing this application before the city staff and the City Council of the City of Cedar Park

Note: The agent/applicant is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent/applicant. If no agent is listed, the owner will be considered the agent.

Agent/Applicant's Name: _____

Company Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

If an agent/applicant is representing the owner of the property, please complete the following information:

I hereby authorize the person named above to act as my agent/applicant in processing this application before the Board of Adjustments of the City of Cedar Park:

Owner's Signature: _____ Date: _____