



**ANNEXATION
APPLICATION**
2000 E. Princeton Drive
City of Princeton, Texas 75407
214-960-5653
development-info@princetontx.us

Office Use Only:
Date Received: _____
ZC. #: _____

DATE OF PRE-APPLICATION CONFERENCE (required): **REQUIRED**

Name of Subdivision or Project: _____

Application Type

Application Fee*

___ Annexation

\$ NO FEE

Physical Location of Property: _____
[Address and General Location -- approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description): _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____

OWNER'S NAME: _____ **Phone Number:** _____

Applicant/Contact Person: _____ **Title:** _____

Company Name: _____

Street/Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: (_____) _____ **Fax:** (_____) _____ **Email Address:** _____

LIST ALL PROPERTY OWNERS (REQUIRES 50% OR MORE TO BE ELIGIBLE):

****READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance
With Section 212 of the Texas Local Government Code.

SIGNATURE: _____

(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the
Capacity therein stated. Given under my hand and seal of office on this _____ day of _____ 20__

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____
Notary Public in and for the State of Texas: _____

****READ BEFORE SIGNING BELOW:**

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS)
 COUNTY OF COLLIN)

BEFORE ME, a Notary Public, on this day personally appeared _____
 _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



****Owner / Agent (circle one)**

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.
 Notary Public in and for the State of Texas: _____

Applicant	Submittal Check List	City Use
Initial Below		Initial Below

	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g. General warranty deed; Special warranty deed; Title police; or document approved by the City Planner)	
	Required Exhibits	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Address Labels for 200 ft. Property Adjacent Property Owners	
Submit PDFs of all submittal documents (no printed documents please)		

OFFICE USE ONLY This application meets the City of Princeton requirements per City Ordinances for processing.					
				2	
	Signature	Title	OFFICIAL SUBMISSION DATE	Case #	
Fees Paid	\$	Check #	From:		
	P & Z Agenda:	Action:	CC Agenda:	Action:	
Current Zoning & Ordinance Number:			New Ordinance Number:		
Staff comments forwarded to applicant on:			Revisions Due no later than:		
Plans routed to:		Comments Retuned on:		Public Hearing Requirements: Date Completed	
On: DUE Back:	City Eng.			20 days prior – Paper Notice	
	City Admin.			15 days prior – Public Comment	
	Public Works				
	Bldg. Official Police Chief			Local Gov Code §212	