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PLANNING DIVISION

Request for Annexation

Area for annexation request must be:

- ½ mile or less in width;
- contiguous to the annexing municipality; **and**
- vacant and without residents, or on which fewer than 3 qualified voters reside.

Process:

- Short-form” annexation of vacant land begins with City staff’s receipt of a petition from the owners of this vacant land.
 - Such petition must indicate the signatory (or signatories) to be the owner(s) of land proposed to be annexed.
 - Such petition must be acknowledged by notary, “in the manner required for deeds, by each person having an interest” in the land proposed to be annexed.
 - Such petition must clearly request the annexation of this subject property, within corporate limits for the City of San Angelo.
 - Such petition must be accompanied by a metes-and-bounds description of the land proposed to be annexed.
- After the 5th day but no more than 30 days following City staff’s receipt of the petition, City Council must act on whether to “accept” the petition and, in the same motion, schedule at least two public hearings on the requested annexation.
- Before City Council may institute annexation proceedings, City Council must conduct two public hearings at which persons interested in the annexation are given the opportunity to be heard. **These hearings must be conducted on or after the 40th day but before the 20th day before institution of annexation proceedings.** This is difficult to achieve without having a special called meeting of City Council.
 - City staff must post notice of these two hearings on the City’s website. Such notice must appear on or after the 20th day but before the 10th day before the date of the hearing, and must remain posted until the date of the hearing.
 - City staff must publish at least one legal notice of these two hearings in the *San Angelo Standard-Times*. Such notice(s) must be published on or after the 20th day but before the 10th day before the date of each hearing.
- No less than 21 days after the second such public hearing, City Council may approve the introduction of an ordinance authorizing annexation of some or all of the land proposed to be annexed.
 - This ordinance must include an attached service plan for the extension of municipal services to the area to be annexed.
- At a subsequent meeting, City Council may finally approve such ordinance on second and final reading.