



Annexation Application Information

Applicant Information

Property Owner Authorized Representative *(Notarized affidavit required including signature of legal owner(s))*

Name: _____ Phone Number: _____

Mailing Address: _____ Email Address: _____

Annexation Packet

- This Annexation Packet consists of useful information and the required Annexation Petition form which is presented to the Big Spring City Council.
- Requests for annexation are considered solely by the City Council, who has full discretion in granting or denying the Petition. Their decision to grant the petition shall be based, in part, on staff recommendation.
- A letter of intent from the property owner (or agent) requesting annexation should include a City of Big Spring “Zoning Change Application” requesting ‘original’ zoning for the property. The owner (or agent) should refer to “Annexation Requirements” for the complete list of documents required that will be submitted to City Council for their consideration.
- Although a Petition for annexation may be submitted by an owner for consideration by City Council without an accompanying request for zoning, the Petition will likely not have staff support.
- Prior to submitting an application, the applicant shall schedule a pre-application/petition meeting with the Public Works Department to discuss the proposed annexation and/or development. Contact the Public Works Department at 432-264-2500, or the City Planner at 432-264-2319.

Annexation Requirements

<input type="checkbox"/> Annexation Letter of Intent - There is no official form for this letter and it may be submitted by the property owner or agent. This letter merely indicates that the property owner will petition City Council for annexation in conjunction with an original zoning request.	_____ Date Received
<input type="checkbox"/> Zoning Change Request - To be submitted in conjunction with the annexation request (Form Included)	_____ Date Received
<input type="checkbox"/> Annexation Petition - To be signed and notarized by the property owner submitted no earlier than 30 calendar days before the request is presented to the City Council. The Council date will be determined and established by staff following the pre-application/petition meeting. The City Council normally meets on the 2nd and 4th Tuesdays of each month at 5:30 p.m., in the City Council Chambers of City Hall, 301 Nolan Street. (Template Included)	_____ Date Received
<input type="checkbox"/> Exhibit A - Legal description if a legally recorded lot or a metes and bounds description if unplatted acreage. The description shall be typed, include acreage information, the name of the original or patent survey, be printed on 8 ½” x 11” paper and include a legible sketch or survey plot of the property. This exhibit shall be entitled “EXHIBIT A”. (Two original copies required)	_____ Date Received
<input type="checkbox"/> Ownership Document(s) - Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust or other entity, documents demonstrating signatory’s authority to sign Petition on behalf of entity must be included.	_____ Date Received
<input type="checkbox"/> Utility Provision Statement - A statement by the property owner stating the property is within the City of Big Spring’s CCN (service area) for water and wastewater service and an estimation of how the property will be connected by the owner to that existing water and wastewater system.	_____ Date Received

Application Process (Voluntary)

- Pre-Application/Petition meeting with staff to determine if the annexation being proposed is legal and supportable by staff.
- Staff reviews the annexation process with the owner(s) and preliminarily schedules a date for owner(s) to petition the City Council for annexation.
- City Council hears owner(s) petition for annexation and request for “original” zoning.
- If the City Council accepts the owner(s) petition for annexation as submitted the process continues as listed below, if not the process ends.
- The Planning and Zoning Commission schedules a public hearing to consider the proposed annexation into the City Limits and to make a recommendation to the City Council regarding the proposed zoning of the property.
- The City Council schedules 2 public hearings to formerly consider the requested annexation.
- The City Council considers an ordinance, on 1st reading, annexing the subject property, adopts a service plan for the property being annexed and establishes zoning for the property.
- The City Council considers an ordinance, on 2nd and final reading, annexing the subject property, adopts a service plan for the property being annexed and establishes zoning for the property.



Annexation Application Information

Annexation or City Limits Extension

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF BIG SPRING TEXAS.

The undersigned owners of the hereinafter described tract of land, which is (1) one-half mile or less in width, (2) contiguous to the city limits, and (3) vacant and without residents or on which less than three (3) qualified voters reside, hereby petition that you extend the present city limits so as to include as a part of the City of Big Spring, Texas, the property described in "Exhibit A", attached hereto and made a part hereof.

We hereby certify, under oath, that:

WE ARE THE TRUE AND ONLY OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND, as conveyed to us in Deed(s) recorded as _____, in the Official Public Records of Howard County, or in Volume ____ Page ____, Deed Records of Howard County.

Signature: _____
(Property Owner/Authorized Representative)

Date: _____

Subscribed and sworn to before me, by the said _____, on this the ____ day of _____, 20____, which witness by my hand and seal of office.

Signature: _____
(Notary Public, Howard Country, Texas)

OFFICE USE ONLY

Date of Application:

Affidavit attached?:

City Council Meeting Date:



Zone Change Application

General Information

- Prior to the submittal of an application, the applicant is encouraged to schedule a pre-application conference with City Staff.
- This application will not be scheduled for hearing until reviewed by the Director of Public Works or designee.
- Incomplete applications will not be reviewed.
- The application fee is \$250.00.

Applicant Information

Property Owner Authorized Representative *(Notarized affidavit required including signature of legal owner(s))*

Name:

Phone Number:

Mailing Address:

Email Address:

Subject Property Address and/or Location *(Use attachment, if necessary):*

Legal Description *(Use attachment, if necessary):*

Existing Use of Property:

Proposed Use of Property:

Current Zoning:

Comprehensive Plan Designation:

Proposed Zoning:

Important Information Regarding Zone Change Requests

1. An application for a zone change on a property may only be made by the owner of that property and/or an authorized representative of the property owner. An authorized representative shall present a notarized affidavit from the property owner. If the subject property is owned by the City of Big Spring, the Director of Public works or designee may apply for the zone change on behalf of the City.
2. No application will be processed if a zoning violation exists on the property, unless such processing is authorized by City Council. Use of the subject property for any new activity not allowed by present zoning cannot occur before City Council's final approval of the requested zone change. Any such unauthorized use of the subject property is subject to prosecution in Municipal Court. **(continued)**



Zone Change Application

1. No application will be processed if a zoning violation exists on the property, unless such processing is authorized by City Council. Use of the subject property for any new activity not allowed by present zoning cannot occur before City Council's final approval of the requested zone change. Any such unauthorized use of the subject property is subject to prosecution in Municipal Court.
2. If approved, a zone change is applied to the property, not the property owner.
3. The Planning & Zoning Commission makes recommendations to City Council. If the Planning & Zoning Commission recommends approval of a zone change request, the case must still go before City Council for final action
4. If a zone change request is granted by City Council, and the property meets the requirements of the City's Subdivision Ordinance, permits for building, construction, and/or utility connection may be obtained by the City's Permits Department.
5. Certain minimum building setbacks from some or all property lines must be maintained, and room for a minimum number of off-street parking spaces must be reserved on a subject property, based on that property's zoning classification and the nature of its proposed use. A privacy fence may also be required between residential and non-residential zoning districts. These requirements are outline in the City of Big Spring's Zoning Ordinance. It is the applicant's benefit to ensure that any proposed development will fit onto the subject property, in compliance with these and other applicable requirements of the City's Code of Ordinances.
6. The Planning Department will notify, in writing, owners of property within 200 feet of the subject property of the zone change request.
7. If a proposed zone change has been recommended for disapproval by the Planning & Zoning Commission, or if a protest against such proposed change has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty (20) percent or more of the land area contained in the 200 foot notification boundary, then such amendment shall not become effective except by a 3/4ths vote of the City Council.
8. The applicant or an authorized representative should attend public hearings pertaining to the request and be prepared to present the case and answer any relevant questions from the Planning & Zoning Commission or City Council members.

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

Signature: _____

Date: _____

OFFICE USE ONLY

Case Number:	Date of Application:	Date Paid:
Affidavit attached?:	P&Z Meeting Date:	