



## Annexation Checklist Requirements

**Application:** Original completed application signed and notarized by the owner of the property. All documents on this checklist must be submitted electronically.

**Proof of Ownership:** Proof of ownership of the property will need to be provided. This could be closing documentation from purchasing the property or a copy of the deed to the property.

**Survey:** A copy of the property survey will be required.

**Legal Description of the property:** Documentation stating the legal metes and bounds of the property is required.

**Current Tax Certificate:** A current original tax certificate obtained from the Kaufman County Clerk's office will be required as proof that all taxes are current on the property.

**Public Hearing:** A public hearing will be scheduled prior to review by the City Council. The city will require 30 days from the date the application is considered complete to publish notices of the public hearing and mailing notices to landowners in the 200-foot buffer zone.

If you have any questions, please call 972-427-3771 and speak to the Planning & Zoning Department.



## City of Crandall Development Application

- |                                           |                                              |                                        |
|-------------------------------------------|----------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Minor Plat          | <input type="checkbox"/> Variance      |
| <input type="checkbox"/> Final Plat       | <input type="checkbox"/> Annexation          | <input type="checkbox"/> Zoning Change |
| <input type="checkbox"/> Replat           | <input type="checkbox"/> Specific Use Permit |                                        |
| <input type="checkbox"/> Amending Plat    | <input type="checkbox"/> Site Plan           |                                        |

### **Project Information:**

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

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

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Gross Acres: \_\_\_\_\_

### **Applicant Information:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Company: \_\_\_\_\_ Email: \_\_\_\_\_

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

### **SIGNATURE OF PROPERTY OWNER OR APPLICANT:**

### **Departmental Use Only:**

Signature: \_\_\_\_\_  
(Letter of Authorization is required if signature is other than property owner)

Project#: \_\_\_\_\_

Payment Date: \_\_\_\_\_

Total Fee(s): \_\_\_\_\_

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

Receipt#: \_\_\_\_\_

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 purpose and consideration expressed and in the capacity therein stated.

Date sent to  
City Planner/City Engineer: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Notary Public

**PETITION FOR ANNEXATION**

STATE OF TEXAS

§

COUNTY OF KAUFMAN

§

CITY OF CRANDALL

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§

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF CRANDALL,  
KAUFMAN COUNTY, TEXAS:

The undersigned owner(s) of the area more fully described in Exhibit "A," attached hereto and made part hereof for all purposes, hereby request that such area be annexed by the City of Crandall and, in accordance with Section 43.028 of the Texas Local Government Code, represent to the City of Crandall that:

- (1) The area is one-half mile in width or less;
- (2) The area is contiguous to the City of Crandall, Texas and is not located within the city limits or extraterritorial jurisdiction of any other city; and
- (3) The area is vacant and without residents or there are fewer than (3) qualified voters residing thereat.

The undersigned hereby petitions the City Council of the City of Crandall to annex such area into the City of Crandall, Texas.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**AFFIDAVIT**

Before me, the undersigned authority, a notary public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed hereto, and who stated to me on oath that he/she is the owner of the area described in Exhibit "A", that such area is vacant and without residents or there are fewer than three qualified voters residing thereon, that he/she is competent to make this affidavit, that he/she has personal knowledge of the facts, that the facts and statements contained in the foregoing petition and affidavit are true and correct, that his/her signature on behalf of the owner, if an entity other than an individual, is the act and deed of said owner, and that he is the duly authorized officer or agent of the owner and is authorized to make and execute this affidavit.

Subscribed and sworn to by Affiant on this the \_\_\_\_ day of \_\_\_\_\_, 2025 to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public of the State of Texas

\_\_\_\_\_  
Print Name of Notary

My Commission Expires:

\_\_\_\_\_

**EXHIBIT "A"**

**Description of Property**

- (a) The proposed amendment promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City.
- (b) An amendment to the text is consistent with other policies of this UDC and the City.
- (c) Any proposed amendment is consistent with the goals and objectives of this UDC and the City.
- (d) Other criteria which, at the discretion of the Commission and the City Council, are deemed relevant and important in the consideration of the amendment.

#### H. ANNEXATION

##### (1) Applicability

Annexation may be voluntary or involuntary and shall be required to meet all requirements of LGC Chapter 43 for each proposed annexation.

The provisions of this SECTION 4H apply to any request for voluntary annexation by a property owner wishing to extend the corporate limits of the City to incorporate property adjacent to the City's existing municipal boundaries.

##### (2) Application Requirements

###### (a) Application Required

A request for annexation shall be accompanied by an application prepared in accordance with the Development Standards.

###### (b) Accompanying Applications

Any request for annexation shall be accompanied by an application to establish the initial zoning on the property. An application to establish the zoning may be considered at the same meeting as the annexation request so long as the ordinance providing for annexation is acted on prior to any action on the zoning request. In the event that an application for annexation is considered concurrently with the application for zoning, the Commission may consider the zoning request and provide a written recommendation to the City Council so long as the City Council has adopted the annexation ordinance.

##### (3) Processing of Application and Decision

###### (a) Submittal

An application for annexation shall be submitted to the City Manager. The City Manager shall review the application for completeness in accordance with SECTION 4B(2) of this UDC. The City Manager may request a recommendation from any other City employee or consultant. The City Manager shall notify the applicant of items requiring correction or attention before providing a recommendation on the application. After

appropriate review, the City Manager shall forward a written recommendation to the City Council for consideration.

(b) Development Agreement

The City Manager shall comply with the approval. The City Council shall comply with LGC Section 43.035, as amended.

(c) Notification Requirements

The City Manager shall provide notification in accordance with LGC Section 43.062, as amended.

(d) Service Plan Required

The City Manager shall prepare an annexation service plan in accordance with LGC Section 43.056, as amended.

(e) Decision by City Council

The City Council shall timely consider the request, or petition, for annexation. If accepted the City Council shall schedule and hold two (2) public hearings in accordance with LGC Section 43.063, as amended, and shall take final action as required under Texas law.

(f) Other Procedures Applicable

A request for annexation is subject to all applicable rules and procedures required by Texas law. In the event of a conflict between the requirements of this UDC and Texas law, the requirements of Texas law shall apply.

(4) Criteria for Approval

When considering a request for voluntary annexation, the City Council should consider whether the following criteria are met:

- (a) The application is consistent with the requirements of Texas law and this UDC;
- (b) The annexation promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;
- (c) The property owners and residents of the area consent to the annexation;
- (d) The application includes a service plan as required by this SECTION 4H;
- (e) The annexation is consistent with the goals and objectives of the Comprehensive Plan; and
- (f) Other criteria which, at the discretion of the Commission and City Council, are deemed relevant and important in the consideration of the amendment.

I. DEVELOPMENT AGREEMENTS FOR PROPERTY IN THE ETJ

(1) Applicability

The purpose of a development agreement is to determine whether the City wishes to authorize a plan of development for land located within the City's ETJ, to prescribe land uses, environmental standards, development