



142 N. Ohio Street, Celina, Texas, 75009  
www.celina-tx.gov

## ANNEXATION CHECKLIST (VOLUNTARY & PRE-ANNEXATION DEVELOPMENT AGREEMENT)

- **Pre-Application Meeting:** A pre-application meeting with City Staff is required, unless otherwise determined by the Director, prior to formal submittal.
- **Electronic Submittal:** The City of Celina is paperless in terms of submittals and resubmittals. All required materials shall be submitted in electronic formats – Adobe PDF (single file) via email; via your dropbox or go to [www.hightail.com](http://www.hightail.com), upload, and send to [submittal@celina-tx.gov](mailto:submittal@celina-tx.gov); or on a CD/DVD or flash drive.
- **Purpose of Annexations:** The purpose of the annexation process is to bring property that is located in either Collin or Denton County into the corporate limits of the City of Celina.
- **Annexation Process:** Requires three meetings by the City Council:
  - First Meeting: A resolution is adopted by the City Council, which sets the two public hearing dates for the annexation.
  - Second Meeting: The first of two required public hearings is held.
  - Third Meeting: The second of two required public hearings is held in addition to the adoption of the ordinance annexing the property.
- **Submittal Items:**
  - Universal Planning Application
  - Fee (Refer to Fee Chart)
  - Letter of Intent (Generally describing the project, including the total number of acres and the number of people currently living on each tract of land to be annexed)
  - Legal Description/Metes and Bounds
  - Annexation Petition Letter, if applicable (see below).

ANNEXATION PETITION

TO: THE MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF CELINA, TEXAS:

I, \_\_\_\_\_, owner of the hereinafter described tract(s) or parcel(s) of land ("Property"), hereby voluntarily petition the City Council of the City of Celina, Texas, to annex the Property and extend the present city limits and extraterritorial jurisdiction so as to include as part of the City of Celina, Texas, the Property, containing approximately \_\_\_\_ acres of land, described as follows:

**Being all that certain tract or parcel of land situated in Abstract No. \_\_\_\_ in the \_\_\_\_ Survey, Tract \_\_, containing \_\_\_\_ acres, more or less, as more particularly described in Exhibit 1, attached hereto.**

I desire to enter into a written agreement for municipal services with the City of Celina pursuant to Section 43.0672 of the Local Government Code. If any portion of the Property is appraised for ad valorem tax purposes as agricultural, wildlife management use or timber land under Chapter 23 of the Tax Code, I certify that I was offered a development agreement pursuant to Section 43.016 of the Local Government Code and still requested annexation.

I certify that the above-described Property is contiguous and adjacent to the City of Celina, Texas, and that this petition is signed and duly acknowledged by each and every person, corporation, or entity having an ownership interest in said Property.

**OWNER(S):**

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