



<b>FOR OFFICE USE ONLY</b>	
CASE NO.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____

**VOLUNTARY ANNEXATION APPLICATION**

**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**

**MINIMUM SUBMITTAL REQUIREMENTS:**

- Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- Annexation petition provided by City of Amarillo with notarized signature(s).
- Map of the subject property.
- A legal description of the property (including a survey, field notes or legal description with subdivision, lot and block) labeled as Exhibit A.
- Ownership Documents. A clean copy of recorded warranty deed or other document(s) verifying ownership of all 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.
- One digital copy of all of the above. Upload to our FTP site, for questions go to our website: [Development Liaison | City of Amarillo, TX](#)
- If designating a representative, the affidavit designating representative with notarized signature(s).

**Property Owner(s):** \_\_\_\_\_

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Acreage of property: \_\_\_\_\_ Number of lots and proposed use: \_\_\_\_\_

**Check one:**

- I will represent my application and petition before city staff and the City Council.
- I hereby authorize the person named in the attached affidavit to act as my representative in this application before city staff and the City Council.

\_\_\_\_\_  
Owner of record signature

**Please note:** The signature of owner authorizes the City of Amarillo staff to visit and inspect the property that is subject to this application. The representative is the official contact person for this project and the single point of contact. All correspondence and communication – and responsibility for responding to same – will be conducted with the representative.