

DATE	ANNEXATION PROCESS	Clerk: sva	TAKEN BY
	Property: 21.688 acres of land located at 1700 River Road (KAD No. 15024 and 15025)		
	ACTION		
	Metes & Bounds reviewed		M. Mann
10/3/2016	Initial Discussion regarding annexation or development		L. Talley
10/3/2016	Petition Received		L. Carroll
NA	Development Agreement Prepared		L. Talley
10/11/2016	Resolution Approved No: 2016-R		City Council
	Service Plan Prepared **		L. Talley
10/12/2016	Notification to Property Owner (If <b>involuntary annexation</b> - include a copy of Service Plan)		L. Carroll
10/14/2016	Publication Date of First Hearing ( <b>Sent to newspapers/internet on:10/12/16</b> )		L. Carroll
10/12/2016	Notify School District of Proposed Annexation ( <b>Sent notification on:10/12/16</b> )		L. Carroll
10/12/2016	Notify Fire Dept of Proposed Annexation ( <b>Sent notification on:10/12/16</b> )		L. Carroll
10/25/2016	First Hearing Held (Not less than 10 days not more than 20 days from the date of publication.)		City Council
10/28/2016	Publication Date of Second Hearing ( <b>Send to newspapers/internet on:10/26/16</b> )		L. Carroll
11/8/2016	Second Hearing Held		City Council
11/9/2016	Ordinance Prepared		L. Carroll
11/22/2016	First Reading of Ordinance		City Council
NA	Development Agreement Approved		City Council
12/13/2016	Second Reading of Ordinance		City Council
12/13/2016	New Maps		M. Mann
12/13/2016	Submission to U.S. Dept of Justice ( <b>File # _____</b> )		L. Carroll
12/13/2016	Copy to County Clerk, File #		L. Carroll
12/13/2016	Copy to Kendall County Tax Collector		L. Carroll
12/13/2016	Copy to Tax Appraisal District		L. Carroll
12/13/2016	Notify FEMA		L. Carroll
12/13/2016	Notify TxDot - Information Resource Support Specialist		L. Carroll
12/13/2016	Notify Secretary of State		L. Carroll
12/13/2016	Notify State Comptroller		L. Carroll
12/13/2016	Notify Texas Dept. Of Insurance		L. Carroll
12/13/2016	Notify Franchises (all that are applicable: Gas, cable, tele, elec, water, garbage)		L. Carroll
12/13/2016	If a Hotel, Motel, or Bed Breakfast is annexed notify them of occupancy tax		L. Carroll
12/13/2016	Send copy of Ordinance to property owners and to UBO- KB, UCSO-JC, PD- SP, CL, PW – MM, PB, TW, TM , SR Planning - LT, & Code Dept.- JA		L. Carroll
	Recommendation of zoning - following annexation		L. Talley
	Zoning Approval		City Council

\*\*Law stipulates the Service Plan must be submitted prior to the First Publication of Hearing

All notifications following the approval of the ordinance will include the ordinance and a certified affidavit from the City Secretary

Updated January 8, 2008