

DATE	ANNEXATION PROCESS		TAKEN BY
	ACTION	Clerk: lac Property: 5.032 –acres 5 Coughran at the request of Alejandro Gutierrez	
4/5/18	Metes & Bounds reviewed		M. Mann
3/29/18	Initial Discussion regarding annexation or development		L. Talley
4/10/18	Petition Received by City Council		L. Carroll
	Development Agreement Prepared		L. Talley
4/10/18	Resolution Approved No: 2018-R29		City Council
4/11/18	Service Plan Prepared ** (Received back 4/25/18)		L. Talley
4/11/18	Notification to Property Owner (If involuntary annexation - include a copy of Service Plan)		L. Carroll
4/13/18	Publication Date of First Hearing (Sent to newspapers/internet on: 4/11/18)		L. Carroll
4/11/18	Notify School District of Proposed Annexation (Sent notification on: 4/11/18)		L. Carroll
4/11/18	Notify Fire Dept of Proposed Annexation (Sent notification on:4/11/18)		L. Carroll
4/24/18	First Hearing Held (Not less than 10 days not more than 20 days from the date of publication.)		City Council
4/27/18	Publication Date of Second Hearing (Send to newspapers/internet on:4/25/18)		L. Carroll
5/8/18	Second Hearing Held		City Council
5/9/18	Ordinance Prepared		L. Carroll
5/22/18	First Reading of Ordinance		City Council
N/A	Development Agreement Approved		City Council
06/12/18	Second Reading of Ordinance		City Council
06/13/18	New Maps		M. Mann
06/13/18	Submission to U.S. Dept of Justice (File # _____)		L. Carroll
06/13/18	Copy to County Clerk, File #		L. Carroll
06/13/18	Copy to Kendall County Tax Collector		L. Carroll
06/13/18	Copy to Tax Appraisal District		L. Carroll
06/13/18	Notify FEMA		L. Carroll
06/13/18	Notify TxDot - Information Resource Support Specialist		L. Carroll
06/13/18	Notify Secretary of State		L. Carroll
06/13/18	Notify State Comptroller		L. Carroll
06/13/18	Notify Texas Dept. Of Insurance		L. Carroll
06/13/18	Notify Franchises (all that are applicable: Gas, cable, tele, elec, water, garbage)		L. Carroll
06/13/18	If a Hotel, Motel, or Bed Breakfast is annexed notify them of occupancy tax		L. Carroll
06/13/18	Send copy of Ordinance to property owners and to UBO- KB, UCSO-JC, PD- SP, CL, PW – MM, PB, TW, LM , Planning - LT, & Code Dept.- JA		L. Carroll
06/13/18	Recommendation of zoning - following annexation		L. Talley
06/13/18	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