



ANNEXATION APPLICATION

Must be accompanied by a
Master Application

City of Hutto Development Services
500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
512-759-4038 Engineering
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

PROJECT NAME: _____

Total acreage: _____ Proposed use: _____

Zoning district is issued according to the zoning district established in the current comprehensive plan future land use map. Property owner is required to submit a FLUM and zoning change application for a district other than what is established in the current comprehensive plan future land use map. All fees apply.

FEES

- All required fees may be provided by cash, credit card or check made payable to: City of Hutto

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted.

- Applicant has coordinated with staff on submittal requirements.
- Complete Master application and Annexation application. (Original signed documents required)
- Proof of ownership (copy of deed).
- Approved Service Extension Request (SER)
- Letter of intent, signed and notarized by property owner, including the following:
 - Acknowledgement that the property is contiguous to the current city limits.
 - Acknowledgement that the property is one-half mile or less in width.
 - Identify the number of residents living on the property.
 - Total acreage of the parcel(s).
 - Current use of the property.
- Field notes and sketch of property by a registered professional land surveyor on (1) 8½" x 11"
- All submittal documents provided electronically. (Planning@huttotx.gov)

REVIEW CRITERIA

- Request is consistent with community, neighborhood and other applicable land use and development plans.
- Property is in the extraterritorial jurisdiction (ETJ) of Hutto.
- Property does not contain any Unified Development Code (UDC) or Williamson County code violations.
- Request conforms to state law.
- Property with an existing agricultural use may be issued agriculture (AG) district base zoning.
- Property without existing agricultural use will be issued the zoning district established in the current comprehensive plan future land use map.
- A Future Land Use Map (FLUM) revision and a zoning change application will be required to establish a zoning district different from the zoning established in the current comprehensive plan future land use map. FLUM's and zoning changes will be processed at the Planning and Zoning Commission prior to City Council action.

PROCESSING

- Application intake, staff review and determination that it is complete, meeting scheduling, public notification (mailed/published/website notification).
- Documents are to be recorded with the Williamson County Clerk, fees may apply.

FOR DEPARTMENT USE ONLY:

Submittal date	Date accepted for review	Payment type	Fees paid	MSP CC Mtg. date	CC Mtg. date	CC Mtg. date	CC Mtg. date	CC Mtg. date