



# Voluntary Annexation Information

This voluntary annexation information packet explains the annexation process in a Type A General Law City, such as Helotes, and provides the required Annexation Petition Forms which will be presented to the Helotes City Council.

Questions to consider before beginning the voluntary annexation process:

- 1) Is the territory within the City of Helotes' ETJ?
- 2) Is the territory contiguous to the City limits?
- 3) How many homes are located in the territory?

The City of Helotes is a Type A General Law City and can only annex territory at the request of area landowners or voters. The territory must be contiguous to the City and must meet other criteria (explained herein) before the annexation process can begin. The Petition for Annexation must be signed by a majority of the landowners or voters living in the territory to be annexed.

The request for annexation will be considered solely by the City Council, which holds sole discretion in granting or denying a Petition for Annexation. Annexation may be granted within ninety (90) days after the petition is certified by the Mayor.

The procedure for an annexation is as follows:

- 1) Landowners or voters submit a petition requesting annexation by the City of Helotes.
- 2) The petition is reviewed by the City Staff to determine if the area meets the required criteria.
- 3) At a City Council meeting, the Mayor certifies the petition and directs City Staff to commence annexation proceedings. Public hearing dates are set at this time.
- 4) The Municipal Service Plan is prepared by City Staff and written notice is mailed to property owners.
- 5) The City Council holds two (2) public hearings.
- 6) The City Council approves, denies, or approves with modifications an annexation ordinance with an effective date.
- 7) Zoning classifications will be assigned within 180 days after annexation.

This information is intended to provide general information regarding voluntary annexation. Please contact the City Secretary at [citysec@helotes-tx.gov](mailto:citysec@helotes-tx.gov) or 210-695-5911 for more information.

Petition Requesting Annexation by Area Landowners

TO THE MAYOR OF THE GOVERNING BODY OF HELOTES, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby petition your honorable Body to extend the present city limits so as to include as part of the City of Helotes, Texas, the following described territory, to wit:

*(Please describe the territory covered by the petition by metes and bounds or attach a copy of your deed)*

We certify that the above described tract of land is contiguous and adjacent to the City of Helotes, Texas, is not more than one-half mile in width, and that this petition is signed and duly acknowledged by each and every person or corporation having an interest in said land.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

STATE OF TEXAS }  
COUNTY OF BEXAR }

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_,

and \_\_\_\_\_ known to me to be the person(s) whose name(s) is/ are subscribed to the forgoing instrument and acknowledged to me that she/he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public