

**ANNEXATION APPLICATION**  
**CITY OF MELISSA DEVELOPMENT SERVICES**  
**3411 Barker Avenue**  
**Melissa, Texas 75454**  
**(972) 838-2036**

**Property Description:**

Survey Name and Abstract No.: \_\_\_\_\_

Tract Number(s): \_\_\_\_\_ Number of Acres: \_\_\_\_\_

Number of People Living on Each Tract of Land (attach an additional sheet if necessary): \_\_\_\_\_

**Information and Copyright Releases**

By signing below, you agree that the City of Melissa ("City") is authorized and permitted to use the email address you provided on this form with regard to the Project and, if requested, the City may provide the email address to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with your Project, if such reproduction is associated with the Project or in response to a Public Information Request.

**Current Property**

Owner's Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**Representative's**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

**Submittal Requirements**

- Application
- Application Fee - \$150.00
- Metes and bounds description of the property with a graphic exhibit. The metes and bounds description and the graphic exhibit must contain an original seal and signature of a registered professional land surveyor and shall be on an 8 1/2" x 11" sheet of paper.
- Original consolidated City tax certificates for all projects – electronic form from [www.co.collin.tx.us](http://www.co.collin.tx.us) is acceptable.
- List of all contacts affiliated with the project
- An exhibit depicting the location of the property in location to the nearest existing or future major thoroughfare north, south, east, and west of the property.
- The metes and bounds descriptions and exhibits shall also be provided on a CD in Word or PDF format.

Number of People Living on each tract of land (attach an additional sheet if necessary): \_\_\_\_\_

Current Land Use:

Are there structures on the property?

If yes, provide size and dimensions of structures?

STATE OF TEXAS \_\_\_\_\_)(

COUNTY OF \_\_\_\_\_)(

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. My Commission expires \_\_\_\_\_.

Notary Public in and for the State of Texas  
**OFFICE USE ONLY**

Location of Property: \_\_\_\_\_

This application meets the Development Services' requirements for processing. \_\_\_\_\_

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**EXHIBIT "B"**  
**CITY OF MELISSA, TEXAS**  
**SERVICE PLAN FOR ANNEXED AREA**

ANNEXATION ORDINANCE NO. \_\_\_\_\_

DATE OF ANNEXATION ORDINANCE: \_\_\_\_\_

ACREAGE ANNEXED: \_\_\_\_\_

SURVEY, ABSTRACT & COUNTY: \_\_\_\_\_  
\_\_\_\_\_

Municipal Services to the acreage described above shall be furnished by or on behalf of the City of Melissa, Texas, ("City") at the following levels and in accordance with the following schedule:

**A. POLICE SERVICE**

1. Patrolling, responses to calls and other routine police services, within the limits of existing personnel and equipment and in a manner consistent with any of the methods of the City, extends police service to any other area of the municipality, will be provided upon the effective date of the annexation ordinance.
2. Upon ultimate development of the area, the same level of police services will be provided to this area as are furnished throughout the City.

**B. FIRE SERVICES**

1. Fire protection and emergency ambulance equipment by the present personnel and the present equipment of the Fire Department, within the limitations of available water and distances from existing fire stations, and in a manner consistent with any of the methods that the City extends fire service to any other area of the municipality, will be provided to this area upon the effective date of the annexation ordinance.
2. Upon ultimate development of the area, the same level of fire and emergency ambulance services will be provided to this area as are furnished throughout the City.

**C. ENVIRONMENTAL HEALTH AND CODE ENFORCEMENT SERVICES**

1. Enforcement of the City's environmental health ordinances and regulations, including but not limited to, weed and brush ordinances, junked and

abandoned vehicle ordinances and animal control ordinances, shall be provided within this area sixty (60) days after the effective date of the annexation ordinance. These ordinances and regulations will be enforced through the use of existing personnel.

2. Inspection services, including the review of building plans, the issuance of permits and the inspection of all buildings, plumbing, mechanical and electrical work to ensure compliance with City codes and ordinances will be provided within sixty (60) days after the effective date of the annexation ordinance. Existing personnel will be used to provide these services.
3. The City's zoning, subdivision, sign and other ordinances shall be enforced in this area beginning upon the effective date of the annexation.
4. All inspection services furnished by the City, but not mentioned above, will be provided to this area beginning within sixty (60) days after the effective date of the annexation ordinance.
5. As development and construction commence in this area, sufficient personnel will be provided to furnish this area the same level of Environmental Health and Code Enforcement Services as are furnished throughout the City.

D. PLANNING AND ZONING SERVICES

The planning and zoning jurisdiction of the City will extend to this area upon the effective date of the annexation ordinance. City planning will thereafter encompass this property, and it shall be entitled to consideration for zoning in accordance with the City's Comprehensive Zoning Ordinance and Comprehensive Plan.

E. PARK AND RECREATION SERVICES

1. Residents of this property may utilize all existing park and recreational services, facilities, and sites throughout the City, beginning upon the effective date of the annexation ordinance.
2. Additional facilities and sites to serve this property and its residents will be acquired, developed and maintained at locations and times provided by applicable plans, policies, and programs and decisions of the City. This property will be included in all future plans for providing parks and recreation services to the City.
3. Existing parks, playgrounds, swimming pools, and other recreational facilities within this property shall, upon dedication to and acceptance by the City, be maintained and operated by the City, but not otherwise.

F. SOLID WASTE COLLECTION

1. Solid waste collection shall be provided to the property in accordance with City policies, beginning upon the effective date of the annexation ordinance.
2. As development and construction commence in this property and population density increases to the property level, solid waste collection shall be provided to this property in accordance with the policies of the City as to frequency, changes and so forth.

G. STREETS

1. The City's policies with regard to street maintenance, applicable throughout the entire City, shall apply to this property beginning upon the effective date of the annexation ordinance. Unless a street within this property has been constructed or is improved to the City's standards and specifications, that street will not be maintained by the City.
2. As development, improvement or construction of streets to City standards commences within this property, the policies of the City with regard to participation in the costs thereof, acceptance upon completion and maintenance after completion shall apply.
3. The same level of maintenance shall be provided to streets within this property which have been accepted throughout the City as is provided to City streets throughout the City.
4. Street lighting installed on streets improved to the City standards shall be maintained by either TXU Energy, Oncor, Denton County Co-Op or the appropriate Franchise holder in accordance with City policies.

H. WATER SERVICES

1. Connection to existing City water mains for water service for domestic, commercial and industrial use within this property will be provided in accordance with City policies. Upon connection to existing mains, water will be provided at rates established by City ordinances for such service throughout the City.
2. As development and construction commence in this property, water mains of the City will be extended in accordance with provisions of the Subdivision Ordinance and other applicable ordinances and regulations. City participation in the costs of these extensions shall be in accordance with the applicable City ordinances and regulations. Unless otherwise agreed to in writing, such extensions will be commenced within two and one-half (2½) years after the

effective date of the annexation ordinance and substantially completed within four and one-half (4½) years after that date.

3. Water mains installed or improved to City standards which are within the annexed area and are within dedicated easements shall be maintained by the City beginning upon the effective date of the annexation ordinance.
4. Private water lines within this property shall be maintained by their owners in accordance with policies applicable throughout the City.

I. SANITARY SEWER SERVICES

1. Connections to existing City sanitary sewer mains for sanitary sewage service in this area will be provided in accordance with City policies. Upon connection, sanitary sewer service will be provided at rates established by City ordinances for such service throughout the City.
2. Sanitary sewage mains and/or lift stations installed or improved to City standards, located in dedicated easements, and which are within the annexed area and are connected to City mains will be maintained by the City beginning upon the effective date of the annexation ordinance.
3. As development and construction commence in this area, City sanitary sewer will be extended in accordance with provisions of the Subdivision Ordinance and other applicable City ordinances and regulations. Unless otherwise agreed to in writing, such extensions will be commenced within two and one-half (2½) years after the effective date of the annexation ordinance and substantially completed within four and one-half (4½) years after that date.

J. MISCELLANEOUS

1. Any facility or building located within the annexed area and utilized by the City in providing services to the area will be maintained by the City commencing upon the date of use or upon the effective date of the annexation ordinance, whichever occurs later.
2. General municipal administration and administrative services of the City shall be available to the annexed area beginning upon the effective date of the annexation ordinance.
3. Notwithstanding anything set forth above, this Service Plan does not require all municipal services be provided as set forth above if different characteristics of topography, land use and population density are considered a sufficient basis for providing different levels of service.

4. The Service Plan is valid for ten (10) years after the effective date of the Ordinance.

5. References to City ordinances, regulations, standards, plans, policies, programs, decisions and the like herein shall mean as each exists, may be amended or in the future arising.

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