

SAMPLE CALENDAR
Annexation of Area Exempt
From the Annexation Plan Requirement (Including Annexation on Petition of Area
Landowners or Voters)¹

Note: Prior to any other action, the city must determine whether an area is subject to the requirements of Section 43.035 – required offer of development agreement (see detailed discussion above), and must comply with those requirements if so.

- Day -21: Only if annexation is exempt under §43.052(h)(1)(100 tracts exception), send written notice to property owners in area to be annexed, public or private entities that provide services in the area to be annexed, and railroads with right-of-way in area to be annexed. §43.062.
- Day 1²: Publish notice of first hearing. §43.063. Obtain required affidavit of publication from newspaper.
- Post notice of first public hearing on Internet Web site, if city has an internet website. §43.063(c).
- Send written notice to each public school district in the area to be annexed. §43.905.
- Send written notice to railroads with right-of-way in area to be annexed. §43.063(c)
- Day 9: Post notice of first public hearing under Open Meetings Act.
- Day 12: Hold first public hearing. §43.063.
- Day 15: Publish notice of second hearing. §43.053. Obtain required affidavit of publication from newspaper.
- Post notice of second public hearing on Internet Web site, if city has an internet website. §43.063(c).
- Day 23: Post notice of second public hearing under Open Meetings Act.
- Day 26: Hold Second public hearing. §43.063.

¹ Annexation by petition obviously would first require the submission of a petition prior to commencing the process.

² Prior to beginning the process shown by this calendar, a city must prepare a service plan that details the specific services that will be provided to the area after it has been annexed. TEX. LOC. GOV'T CODE §43.065(a). The service plan should be available for inspection at the public hearings. Also, the internal procedures of the city are not included here, such as giving notice of, and passing, the ordinance calling the public hearings and preparing a metes and bounds description of the area to be annexed.

- Day 44: Post notice of annexation ordinance adoption under Open Meetings Act.
- Day 47: Adopt Annexation Ordinance (Institution of Proceedings—proceedings are instituted and completed at same time in city that only requires one reading).³
- Day 136: Ordinance in city that requires more than one reading must be finally passed (Completion of Proceedings). §43.064.

³ Following the adoption of the annexation ordinance, the city must send notice to appropriate federal, state, and local agencies and service providers. See “Other Matters Affecting All Annexations.”