

Summary of the Annexation Process

- Annexation Petition and associated materials (see annexation checklist) are submitted by the applicant in accordance with the Town's Annexation Schedule.
- Annexation Petition and associated materials (see annexation checklist) are reviewed by Town staff. Any additional or revised information is submitted to Town staff by the applicant.
- The Town Council may consider acceptance of the Annexation Petition.
- Publication of the Notice for 1st Public Hearing in the Prosper Press.
- 1st Public Hearing is held by the Town Council (*to be held no less than 10 days and no more than 20 days from the date of publication*).
- Publication of the Notice for 2nd Public Hearing in the Prosper Press.
- 2nd Public Hearing is held by the Town council (*to be held no less than 10 days and no more than 20 days from the date of publication*).
- Annexation Ordinance is adopted by the Town Council.
- **Please note that the total process for annexation must not exceed 90 days from start to finish (from initiation to adoption of the ordinance). The initiation of the annexation begins after the completion of the 2nd Public Hearing. If the property owner or Town Council is not prepared for adoption of the annexation ordinance at the end of the 90-day window, the property owner will be required to submit the Annexation Petition a second time to begin the process again.**