

**SAMPLE CALENDAR FOR VOLUNTARY ANNEXATION UNDER LGC 43.024
EXEMPT FROM THE ANNEXATION PLAN REQUIREMENT
(ANNEXATION ON PETITION OF AREA LANDOWNERS OR VOTERS)**

AFFIDAVIT RECEIPT	Receipt of affidavit from any three voters of a majority of qualified voters of an area voting in favor of becoming a part of municipality.
CERTIFY AFFIDAVIT	Mayor shall certify the filed affidavit to the governing body of the municipality. Once received, City Council may annex by ordinance after following public hearing and notice requirements of LGC Ch. 43.
BEGIN CH. 43 PUBLIC NOTICE AND HEARING REQUIREMENTS	
Day -21: (or -33 from Day 0)	Only if annexation is exempt under § 43.052(h)(1)(100 tracts exemption), 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. See § 43.062.
Day 1: (or -11 from Day 0)	Public notice of first hearing. See § 43.063. Obtain required affidavit of publication from newspaper. Post notice of first public hearing on internet website, if city has an internet website. See § 43.063(c). Send written notice to each public school district in the area to be annexed. See § 43.905. Send written notice to railroads with right-of-way in area to be annexed. See § 43.063(c).
Day 9: (or -3 from Day 0)	Post notice of first public hearing under Open Meetings Act.
Day 12: (or Day 0)	Hold first public hearing. See § 43.063. NOTE: If you are trying to use the date of a regularly schedule council meeting to conduct the first public hearing, use that date as “Day 0” and calculate all other dates from there.
Day 15: (or +3 from Day 0)	Public notice of second hearing. See § 43.053. Obtain required affidavit of publication from newspaper. Post notice of second public hearing on internet website, if city has an internet website. See § 43.063(c).
Day 23: (or +11 from Day 0)	Post notice of second public hearing under Open Meetings Act.
Day 26: (or +14 from Day 0)	Hold second public hearing. See § 43.063.
Day 44: (or +32 from Day 0)	Post notice of annexation ordinance adoption under Open Meetings Act.
Day 47: (or +35 from Day 0)	Adopt Annexation ordinance (institution of Proceedings – proceedings are instituted and completed at same time in city that only requires one reading.
Day 136: (or +124 from Day 0)	Ordinance in city that requires more than one reading must be finally passed (Completion of Proceedings). See § 43.064.