

**ORDINANCE NO. 23-05-22**

**AN ORDINANCE ANNEXING TERRITORY ADJACENT AND CONTIGUOUS TO THE CITY OF MINEOLA TERRITORIAL AND JURISDICTIONAL BOUNDARIES CONSISTING OF A 0.3833 ACRE TRACT, DESCRIBED HEREIN, PROVIDING FOR DEFAULT ZONING REGULATION, AND EXTENDING THE BOUNDARY LIMITS OF THE CITY OF MINEOLA SO AS TO INCLUDE THE HEREINAFTER DESCRIBED PROPERTY WITHIN THE CITY'S TERRITORIAL AND JURISDICTIONAL BOUNDARIES, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN.**

**WHEREAS**, the City has received and has accepted the voluntary petition for annexation of a property owner whose property is adjacent to the City's territorial and jurisdictional boundaries; and

**WHEREAS**, the property owner was offered and accepted a development agreement consistent with Texas Local Government Code §43.016; and

**WHEREAS**, upon request to annex territory eligible for a property owner voluntary request for annexation, but for the lack of contiguity, the City is authorized, pursuant to Texas Local Government Code §43.028(g) to additionally annex a public right-of-way of a road or highway in order to achieve contiguity; and

**WHEREAS**, all procedural and substantive prerequisites to annexation have occurred; and

**WHEREAS**, the property owner petition for voluntary annexation still desires such annexation.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINEOLA, TEXAS THAT: THE BELOW IDENTIFIED PROPERTY IS HEREBY ANNEXED BY THE CITY OF VENUS AS FOLLOWS:**

**SECTION 1. Territory:**

Pursuant to the authority granted by Chapter 43 of the Texas Local Government Code, the City of Mineola hereby annexes to the City of Mineola the territory described in Attachment A by metes and bounds and incorporated by reference herein. Such annexation is for full purposes including all privileges and liabilities extended to inhabitants of such territory.

That the boundary limits of the City of Mineola be and the same are hereby extended to include the above described territory as well as all public rights-of-way annexed as part of said territory within the city limits of the City of Mineola, and the same shall hereafter be included within the territorial limits of said city, and the inhabitants thereof shall hereafter be entitled to all the rights

and privileges of other citizens of the City of Mineola and they shall be bound by the acts, ordinances, resolutions, and regulations of the City.

**SECTION 2. Service Plan:** A service plan for the area is hereby adopted and attached as Attachment B.

**SECTION 3. Zoning:** Pursuant to City ordinances, newly annexed territory shall be zoned as single-family residential (SF-12). The territory herein described an annexed is hereby zoned by default and shall remain as such until properly altered by the City Council.

**SECTION 4. Savings Clause:** Should any part of this Ordinance be declared invalid by a court of competent jurisdiction, it shall not affect or vary the remaining parts of the ordinance.

**SECTION 5. Effective Date:** This ordinance shall be in full force and effect from and after five days after its publication. The City Secretary is hereby directed to file with the County Clerk of Bexar County, Texas, a certified copy of this ordinance.

## **II. CUMULATIVE CLAUSE**

That this Ordinance shall be cumulative of all provisions of the City of Mineola, except where the provisions of this Ordinance are in direct conflict with the provisions of such other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

## **III. SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Mineola. that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional or invalid by final judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional or invalid phrases, sentences, paragraphs, or sections.

## **IV. PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

**DULY PASSED AND APPROVED**, on the 22nd day of May, 2023, at a regular meeting of the City Council of the City of Mineola, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

**CITY OF MINEOLA, TEXAS**

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Jayne Lankford, Mayor

**ATTEST:**

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Cindy Karch, City Secretary

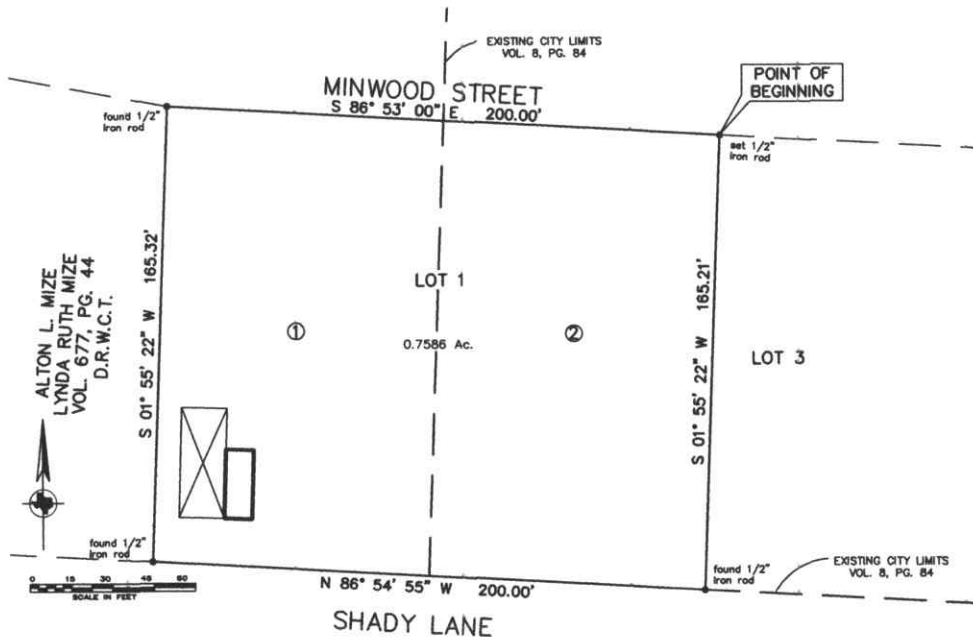
**APPROVED:**

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Blake Armstrong, City Attorney

**Attachment A - Territory**

**[Metes and Bounds of full property including property of landowner and property annexed including any ROW.]**



**OWNER'S STATEMENT**

THE STATE OF TEXAS §  
COUNTY OF WOOD §

We, Eric Dievendorf and Terri Dievendorf, being the owners of the property described hereon and wishing to replot same into a single lot, do hereby adopt this plat attached hereto and titled "DIEVENDORF ADDITION" as our legal subdivision of same and do hereby dedicate all right-of-ways and/or easements shown hereon to the public forever.

Eric Dievendorf  
285 CR 2504,  
Mineola, Tx. 75773

Terri Dievendorf  
285 CR 2504,  
Mineola, Tx. 75773

THE STATE OF TEXAS §  
COUNTY OF WOOD §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, appeared Eric Dievendorf, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Notary Public

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, appeared Terri Dievendorf, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Notary Public

**PROPERTY DESCRIPTION**

That certain 0.7586 acre tract of land situated in the A. Hamilton Survey, Abstract No. 285, City of Mineola, Wood County, Texas, being all of Lots 1 and 2 of Minwood Section Two (2), to the City of Mineola, according to the plat thereof recorded in Volume 7, Page 40 of the Plat Records of Wood County, Texas, said 0.7586 acres being more particularly described as follows:

**BEGINNING** at a 1/2-inch iron rod set for corner in the South line of Minwood Street, said point being the northeast corner of said Lot 2 and the northwest corner of Lot 3 of Minwood Section Two (2);

**THENCE** South 01 degree 55 minutes 22 seconds West, along the East line of said Lot 2 and the West line of said Lot 3, a distance of 165.21 feet, to a 1/2-inch iron rod found for corner in the North line of Shady Lane, said point being the southeast corner of said Lot 2 and the southwest corner of said Lot 3;

**THENCE** North 86 degrees 54 minutes 55 seconds West, along the South line of said Lots 2 and 1 and the North line of Shady Lane, a distance of 200.00 feet, to a 1/2-inch iron rod found for corner, said point being the southwest corner of said Lot 1 and the southeast corner of that certain called 0.397 acre tract, described as Second Tract, conveyed to Alton L. Mize and Lynda Ruth Mize, by deed recorded in Volume 677, Page 44 of the Deed Records of Wood County, Texas;

**THENCE** North 01 degree 05 minutes 23 seconds West, along the West line of said Lot 1 and the East line of said Mize tract, a distance of 165.32 feet, to a 1/2-inch iron rod found for corner in the South line of Minwood Street, said point being the northwest corner of said Lot 1 and the northeast corner of said Mize tract;

**THENCE** South 86 degrees 53 minutes 00 seconds East, along the North line of said Lots 1 and 2 and the South line of Minwood Street, a distance of 200.00 feet, to the **POINT OF BEGINNING** and containing 0.7586 acres of land, more or less.

**SURVEYOR'S STATEMENT**

I, David Hooker, Registered Professional Land Surveyor No. 5767, do hereby certify that the above plat was prepared from an actual survey made by me or under my supervision on the ground during the month of April, 2023, and that all monuments are correctly shown.

GIVEN UNDER MY HAND AND SEAL this the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

**PRELIMINARY FOR REVIEW PURPOSES ONLY**

Registered Professional Land Surveyor

THE STATE OF TEXAS §  
COUNTY OF WOOD §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, appeared David Hooker, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Notary Public

**VICINITY MAP (NOT TO SCALE)**



BEING a Replot of Lots 1 and 2 of Minwood Section Two (2), according to the plat thereof recorded in Volume 7, Page 40 of the Plat Records of Wood County, Texas, described in a Correction Warranty Deed to Eric and Terri Dievendorf, recorded in Doc. No. 2023-0002987 of the Official Public Records of Wood County, Texas, and containing 0.7586 acres.

**DIEVENDORF ADDITION  
A. HAMILTON SURVEY  
ABSTRACT NO. 285  
CITY OF MINEOLA  
WOOD COUNTY, TEXAS  
SCALE: 1 INCH = 30 FEET**

○ DENOTES ORIGINAL LOT NUMBERS

**CITY OF MINEOLA CERTIFICATION**

I hereby certify that the attached and foregoing plat and field notes of "BLAIR STREET COMMONS" was approved by the City Council of Mineola on this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

By: \_\_\_\_\_  
Jayne Lankford  
MAYOR

NOTICE: SEALING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.

ALL CORNERS ARE 1/2" IRON RODS SET WITH A PLASTIC CAP STAMPED "HOOKER, RPLS 5767", UNLESS OTHERWISE NOTED.

**D W HOOKER SURVEYING**  
406 W. BLAIR ST. # 100  
MINEOLA, TEXAS 75773  
PHONE (903) 569-0330  
FAX (903) 569-0335  
FIRM # 10072400

DRAWN BY: DH
CHECKED BY: DH
SCALE: 1" = 30'
DATE: 04/17/23
JOB NO. 22-0002-P

**MINWOOD STREET**  
 S 86° 53' 00" E 100.00'

EXISTING CITY LIMITS  
 VOL. 8, PG. 84

found 1/2" iron rod

set 1/2" iron rod

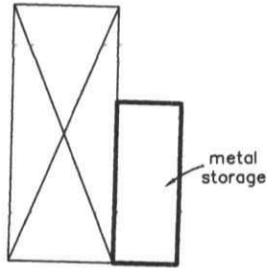
ALTON L. MIZE  
 LYNDA RUTH MIZE  
 VOL. 677, PG. 44  
 D.R.W.C.T.

N 01° 55' 22" E 165.32'

**LOT 1**  
 0.3794 Ac.

S 01° 55' 22" W 165.27'

**LOT 2**



found 1/2" iron rod

N 86° 54' 55" W 100.00'

found 3/8" iron rod

EXISTING CITY LIMITS  
 VOL. 8, PG. 84

**SHADY LANE**



**NOTES:**  
 THIS SURVEY IS VALID ONLY WITH ORIGINAL SIGNATURE IN BLACK INK.

THIS IS TO CERTIFY that on this date a survey was made on the ground, under my direction and supervision of the property located on Minwood Street, and Being all of Lot 1 of the Amended Plat of Minwood Section Two (2), according to the Plat thereof recorded in Volume 7, Page 40 of the Plat Records of Wood County, Texas.

This survey is for the exclusive use of the hereon named seller, purchaser, mortgage company, or title company only and that this date the easements, rights-of-way or other locatable matters of record of which the undersigned has knowledge or has been advised are as shown or noted hereon.

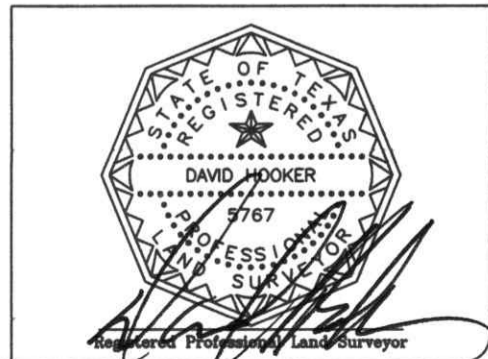
COPYRIGHT © D.W. HOOKER SURVEYING. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING MAY BE REPRODUCED BY PHOTOCOPYING, RECORDING OR BY ANY OTHER MEANS, OR STORED, PROCESSED OR TRANSMITTED IN OR BY ANY COMPUTER OR OTHER SYSTEMS WITHOUT THE PRIOR WRITTEN PERMISSION OF THE SURVEYOR. COPIES OF THIS SURVEY WITHOUT THE ORIGINAL SIGNATURE IN BLACK INK ARE NOT VALID.

JOB NO: 23-0305-1  
 DATE: 04/17/23  
 TECH: DH  
 FIELD: DH  
 REVISED:

PREPARED BY:  
**D W HOOKER SURVEYING**  
 406 W. BLAIR ST. # 100  
 MINEOLA, TEXAS 75773  
 PHONE 903-569-0330  
 FAX 903-569-0335  
 FIRM # 10072400

PREPARED FOR:  
 ERIC DIEVENDORF

REF:



EXISTING CITY LIMITS  
VOL. 8, PG. 84

# MINWOOD STREET

S 86° 53' 00" E 100.00'

set 1/2"  
iron rod

set 1/2"  
iron rod

N 01° 55' 22" E 165.27'

S 01° 55' 22" W 165.21'

LOT 1

LOT 2  
0.3793 Ac.

LOT 3



found 3/8"  
iron rod

found 1/2"  
iron rod

EXISTING CITY LIMITS  
VOL. 8, PG. 84

N 86° 54' 55" W 100.00'

# SHADY LANE



**NOTES:**

SUBJECT PROPERTY IS NOT AFFECTED BY THE FOLLOWING:

13. Right-of-Way Easement, Vol. 541, Page 117, D.R.A.C.T.

THIS SURVEY IS VALID ONLY WITH ORIGINAL SIGNATURE IN BLACK INK.

THIS IS TO CERTIFY that on this date a survey was made on the ground, under my direction and supervision of the property located on Minwood Street, and Being all of Lot 2 of the Amended Plat of Minwood Section Two (2), according to the Plat thereof recorded in Volume 7, Page 40 of the Plat Records of Wood County, Texas.

This survey is for the exclusive use of the hereon named seller, purchaser, mortgage company, or title company only and that this date the easements, rights-of-way or other locatable matters of record of which the undersigned has knowledge or has been advised are as shown or noted hereon.

COPYRIGHT © D.W. HOOKER SURVEYING. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING MAY BE REPRODUCED BY PHOTOCOPYING, RECORDING OR BY ANY OTHER MEANS, OR STORED, PROCESSED OR TRANSMITTED IN OR BY ANY COMPUTER OR OTHER SYSTEMS WITHOUT THE PRIOR WRITTEN PERMISSION OF THE SURVEYOR. COPIES OF THIS SURVEY WITHOUT THE ORIGINAL SIGNATURE IN BLACK INK ARE NOT VALID.

JOB NO: 23-0305-2

DATE: 04/17/23

TECH: DH

FIELD: DH

REVISED:

PREPARED BY:  
**D W HOOKER SURVEYING**  
406 W. BLAIR ST. # 100  
MINEOLA, TEXAS 75773  
PHONE 903-569-0330  
FAX 903-569-0335  
FIRM # 10072400

PREPARED FOR:  
**ERIC DIEVENDORF**

REF:



Registered Professional Land Surveyor

**Attachment B**  
**[Service Plan]**



**MUNICIPAL SERVICES AGREEMENT  
BETWEEN THE CITY OF MINEOLA, TEXAS  
AND Eric & Terri Dievendorf**

This Municipal Services Agreement ("the Agreement") is entered into on 22nd day of May, 2023 by and between the City of Mineola, Texas, a general-law municipality of the State of Texas, ("City") and Eric & Terri Dievendorf (Applicant).

**RECITALS**

The parties agree that the following recitals are true and correct and form the basis upon which the parties have entered into this Agreement.

**WHEREAS**, the City is authorized to annex the below described Property under Chapter 43 of the Texas Local Government Code;

**WHEREAS**, Section 43.0671 of the Texas Local Government Code permits the City to annex an area if each owner of land in that area requests annexation;

**WHEREAS**, where the City elects to annex such area, the City is required to enter into written agreement with owner that sets forth the City services to be provided for the Property after the effective date of annexation;

**WHEREAS**, the Applicant owns parcels of land in Wood County, Texas, which consists of approximately 0.3794 acres of land in the City's extraterritorial jurisdiction, such property specifically described in Exhibit A (see attached) and hereinafter referred to as "the Property".

**WHEREAS**, Applicant has filed a written request with the City for full-purpose annexation of the Property on or after the effective date of annexation; and,

**WHEREAS**, the City and Applicant wish to set out the City services to be provided for the Property on or after the effective date of annexation;

**NOW THEREFORE**, in exchange for the mutual covenants, conditions and promises contained herein, the City and Applicant agree as follows:

1. **PROPERTY.** This Agreement is only applicable to the Property, which is the subject of the Annexation.
2. **INTENT.** It is the intent of the City that this Agreement provide for the delivery of full, available municipal services to the Property in accordance with state law, which may be accomplished through any means permitted by law.
3. **MUNICIPAL SERVICES.**
  - a. Commencing on the effective date of annexation, the City will provide the municipal services set forth below. As used in this Agreement, "providing services" includes having services provided by any method or means by which the City may extend municipal services to any other area of the City, including the City's infrastructure

extension policies and including APPLICANT participation in accordance with applicable city ordinances, rules, regulations, and policies. The term “providing services” further includes all services agreed or contemplated in the Development Agreement, to which this service plan is attached.

- i. **Fire** – The City’s relies upon fire services from an appropriate emergency service district and such district shall provide services to the Applicant in the same manner it is provided to other residents of the City.
- ii. **Police** – The City’s Police Department will provide protection and law enforcement services.
- iii. **Planning, Zoning, and Building** – To the extent it exists or is created at a future time, the City’s permitted will provide development, land use, and building review and inspection services in accordance with all applicable laws, rules, and regulations.
- iv. **Publicly Owned Parks, Facilities, and Buildings**
  1. Residents, owners, and occupiers of the Property will be permitted to utilize all existing publicly owned and available parks, facilities (including, community service facilities, libraries, swimming pools, etc.), and buildings throughout the City. Any private parks, facilities, and buildings will be unaffected by the annexation; provided, however, that the City will provide for maintenance and operation of the same upon acceptance of legal title thereto by the City and appropriations therefor.
  2. In the event the City acquires any other parks, facilities, or buildings necessary for City services within the Property, the appropriate City department will provide maintenance and operations of the same.
- v. ~~**Stormwater Utility Services** – The Property will be included in the City’s Stormwater Utility service area and will be assessed any applicable fee based on the amount of impervious surface. The fees, if any, will cover the direct and indirect costs of stormwater management services. APPLICANT is entitled to any credits to any fees assessed based on qualifications in any City ordinance or the Development Agreement.~~
- vi. **Streets** - The City’s equivalent of a Transportation and Public Works Department will maintain the public streets and streetlights over which the City has jurisdiction. The City will provide regulatory signage services in accordance with the City policies and procedures and applicable laws. The City shall provide such services at the level of comparable services to other similar properties in the City or at the level outlined in the Development Agreement, whichever is higher.

vii. **Water and Wastewater**

1. Water services shall be provided to comparable services to other similar properties in the City.
2. Wastewater services shall be provided to comparable services to other similar properties in the City.

ix. **Solid Waste Services** – The City will provide solid waste collection services in accordance with existing City ordinances and policies, except where prohibited by law.

x. **Code Compliance** – The City’s equivalent of a Code Compliance Department and building inspector will provide education, enforcements, and abatement relating to code violations within the Property.

xi. **Electrical** – The City does not provide electrical services. Applicant is solely responsible for coordinating with an appropriate provider of electrical services within the City’s jurisdiction.

xii. **Miscellaneous Services** – Given the small size of the Property to be annexed, and the purpose for which annexation was requested, the City and APPLICANT agree that other specific services which could be provided to the Property need not be listed but are intended to be included in this Annexation Service Agreement. Further, the City is required to provide full municipal services to all properties being annexed, which includes all such miscellaneous services. Such miscellaneous services include, but are not limited to any services currently being provided to other commercial, retail, or residential properties in the City at the level of comparable services to other similar properties in the City, such as animal control, permitting, administrative processes adopted by ordinance, traffic enforcement, traffic access for ingress and egress, license issuance, programs created and utilized by the City (such as beautification programs, education programs), easements for telecommunication providers, access to the Property for other service providers which are given by the City to other properties within the City, cell access as provided by service providers, Wi-Fi and internet access as provided by service providers, etc. Such miscellaneous services are to be included under this Annexation Service Plan and are intended to be at the level of comparable services to other similar properties in the City.

b. APPLICANT understands and acknowledges that the City departments listed above may change names or be re-organized by the City. Any reference to a specific department also includes any subsequent City department that will provide the same or similar services.

5. **AUTHORITY.** City and APPLICANT represent that they have full power, authority and legal right to execute, deliver and perform their obligations pursuant to this Agreement.

APPLICANT acknowledges that approval of the Annexation is within the sole jurisdiction of the City Council.

6. **SEVERABILITY.** If any part, term, or provision of this Agreement is held by the courts to be illegal, invalid, or otherwise unenforceable, such illegality, invalidity, or unenforceability will not affect the validity of any other part, term or provision, and the rights of the parties will be construed as if the part, term, or provision was never part of the Agreement.
8. **INTERPRETATION.** The parties to this Agreement covenant and agree that in any litigation relating to this Agreement, the terms and conditions of the Agreement will be interpreted according to the laws of the State of Texas. The parties acknowledge that they are of equal bargaining power and that each of them was represented by legal counsel in the negotiation and drafting of this Agreement.
9. **GOVERNING LAW AND VENUE.** Venue shall be in the state courts located in Wood County, Texas or the United States District Court for the Western District of Texas, San Antonio Division and construed in conformity with the provisions of Texas Local Government Code Chapter 43.
10. **NO WAIVER.** The failure of either party to insist upon the performance of any term or provision of this Agreement or to exercise any right granted hereunder shall not constitute a waiver of that party's right to insist upon appropriate performance or to assert any such right on any future occasion.
11. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument. The Agreement may also be executed via electronic signature, or by signature transmitted via facsimile.
12. **CAPTIONS.** The captions to the various clauses of this Agreement are for informational purposes only and shall not alter the substance of the terms and conditions of this Agreement.
13. **AGREEMENT BINDS SUCCESSORS AND RUNS WITH THE LAND.** This Agreement is binding on and inures to the benefit of the parties, their successors, and assigns. The term of this Agreement constitutes covenants running with the land comprising the Property and is binding on the APPLICANT. The signature of the Mayor below constitutes a certification that this Agreement was approved by the City Council of the City of Mineola at a duly called and held public meeting.
14. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between said parties. This Agreement shall not be amended unless executed in writing by both parties.

Executed as of the day and year first above written to be effective on the effective date of annexation of the Property.

**CITY OF MINEOLA**

**[APPLICANT'S NAME]**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Mayor \_\_\_\_\_

Title: \_\_\_\_\_

**Approved as to Form:**

\_\_\_\_\_  
[NAME], *City Attorney*

Attest:

\_\_\_\_\_  
[NAME], *City Secretary*

**Ordinance No.**

**State of Texas**           §  
**County of Wood**       §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, by \_\_\_\_\_, Mayor of the City of Mineola, a Texas municipal corporation, on behalf of said corporation.

By: \_\_\_\_\_

Notary Public, State of Texas

\\

**State of Texas**           §  
**County of Wood**       §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_,  
by \_\_\_\_\_ [applicant's name ]

By: \_\_\_\_\_

Notary Public, State of Texas

After Recording Return to:  
City Secretary  
City of Mineola