



PROCEDURE FOR PETITIONING ANNEXATION TO THE CITY OF DECATUR, ALABAMA

GENERAL INFORMATION

Submit to the Planning Department the following information twenty-one (21) days prior to review by the Planning Commission (next to the last Tuesday of each month).

Effective 11/7/22, the following fees should be remitted to the Planning Department at the time of application submission:

- Annexation Application Fee \$1000.00
- Certified Letter Fee To be Determined (Certified Letters will be sent to property owners in Decatur City limits within a 500 foot radius at a cost of \$8 per letter).

ANNEXATION REQUIREMENTS

The following items are required by the City of Decatur and the same shall constitute an application for annexation, under Act 2228, of the 1971 Legislature of the State of Alabama:

1. The **original** of a written and signed petition requesting annexation which includes (see attached sample):
 - a. An introductory statement requesting annexation to the City of Decatur by all property owners
 - b. The legal description of the subject property. Note: Property must be adjacent and/or contiguous to the existing corporate limits. Legal description should be submitted in a .docx format to planningcommissionapplications@decatur-al.gov
 - c. The signature(s), duly witnessed, of all the property owners of the subject property
2. One copy of a map, marked "Exhibit A", of the subject property showing its relationship to the corporate limits of the City of Decatur.
3. Submit a copy of the deed showing ownership.
4. Complete the attached **Annexation Questionnaire** for all the property included in the request for annexation (one copy is sufficient).
5. Complete signature page:

Signatures must be witnessed by someone not involved in the annexation.
Signatures must appear on the petition the same way they appear on the deed.

6. Application can be emailed to planningcommissionapplications@decatur-al.gov.



ANNEXATION QUESTIONNAIRE

1) BRIEF DESCRIPTION OF PROPERTY FOR ANNEXATION:

Parcel Number or Address (if applicable): _____

2) STATE REASON FOR REQUESTING ANNEXATION:

3) FOR THE AREA PROPOSED FOR ANNEXATION PROVIDE THE FOLLOWING:

CURRENT RESIDENTS

CURRENT REGISTERED VOTERS

WHITE _____

WHITE _____

NON-WHITE _____

NON-WHITE _____

TOTAL _____

TOTAL _____

4) PRESENT LAND USE OF AREA PROPOSED FOR ANNEXATION:

- a) _____ACRES INDUSTRIAL
- b) _____ACRES COMMERCIAL
- c) _____ACRES RESIDENTIAL AND ____DWELLING UNITS
- d) _____ACRES AGRICULTURAL OR VACANT
- e) _____TOTAL ACRES IN ANNEXATION PROPOSAL

5) TOTAL ANTICIPATED FUTURE LAND USE OF AREA PROPOSED FOR ANNEXATION:

- a) _____ACRES INDUSTRIAL
- b) _____ACRES COMMERCIAL
- c) _____ACRES RESIDENTIAL AND ____DWELLING UNITS
- d) _____TOTAL ACRES

6) COUNCIL VOTING DISTRICT NUMBER _____.

PETITIONER (OR REPRESENTATIVE)

NAME

ADDRESS

PHONE

SAMPLE

TO THE CITY CLERK AND TO THE GOVERNING BODY OF THE CITY OF DECATUR, A MUNICIPAL CORPORATION IN THE STATE OF ALABAMA:

We, the undersigned, constituting all of the owners of the below described property or territory, which is within an area contiguous to the corporate limits of the City of Decatur, a municipal corporation in the State of Alabama, and which no part of the said property or territory lies within the corporate limits of any other municipality, do hereby file this our written petition with the City Clerk of the said City of Decatur, and do petition and request that the said below described property or territory be annexed to the said City of Decatur as a part of its corporate limits, all under and pursuant to Sections 11-42-20 through 11-42-24, Code of Alabama, 1975, as amended.

Attached hereto and marked "Exhibit A" and incorporated herein by reference as if fully set out, is a map of said territory showing its relationship to the corporate limits of the City of Decatur. Said property or territory sought to be annexed is accurately described as follows, situated in Morgan County, Alabama, to-wit:

(LEGAL DESCRIPTION GOES HERE)

SAMPLE

IN WITNESS WHEREOF, the undersigned have executed or caused to be executed with full authority, this instrument on this the _____ day of _____, 20 ____.

Signature of Owner

Printed Name of Owner

Witness

