HUNTSVILLE
The Star of Alabama

Planning Department
256.427.5100
docplanquestions@huntsvilleal.gov

Document Submission Information

Please give us your name, email and contact number so we may contact you if needed regarding the document you are submitting.

Thank You.

First Name:_____ Last Name:_____

Email Address: _____

Contact Phone Number: _____

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OFFICIAL APPLICATION FOR ANNEXATION

For Department Use Only
Request No. _____ Date _____

For an annexation request, the Planning Division requires completion of the Application for Annexation, including the Demographic Questionnaire and the Statement Regarding Provision of City Services, and a copy of the current recorded deeds for the properties proposed to be annexed. **A property must be contiguous to the current city limits in order to be annexed into the city of Huntsville.**

Once the completed annexation application is returned to the Planning Division, the planning staff will create an official Petition for Annexation. The Petition for Annexation must be signed by the property owners or their legally authorized representative and must also be notarized. Information contained in the Application for Annexation will be forwarded to city agencies and service providers for input regarding their ability to provide services to the properties proposed to be annexed. The responses from these agencies and service providers will be taken into consideration before action is taken on the request for annexation. The annexation process requires 1 to 2 months for completion. Property owners will receive a letter of certification of annexation once the annexation process is complete.

The Application for Annexation must include a copy of the current recorded deeds for the properties proposed to be annexed.

I. Description of Property

A. Current recorded deeds for properties to be annexed: Attached ☐

B. Acreage _____ If different than deed amount, explain: _____

_____

C. Street addresses of properties to be annexed _____

_____

D. Name of subdivision if applicable _____

Plat Book _____ Page _____ Lot(s) _____ Block _____

Document No. _____

E. Section _____ Township _____ Range _____

F. Current tax parcel map: Attached ☐

G. Survey of properties to be annexed, if available: Yes ☐ No ☐

II. Property Owner Information:

Name, full mailing address and phone number of each property owner:
(Attach additional sheets if necessary)

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

III. Additional Information:

IV. Property Owner:

I certify that I am the property owner and I have read this application and that all information contained herein is true and correct.

_____ _____

Signature Date

V. Legally Authorized Representative of Property Owner:

I certify that if I am **not** the owner, I have proper legal authorization from the owner to act as a representative on his/her behalf and that I will be required to provide written documentation of such authorization to the City of Huntsville.

I certify that I have read this application and that all information contained herein is true and correct.

_____ _____

Signature Date

Name, full mailing address and phone number of legally authorized representative:

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

DEMOGRAPHIC QUESTIONNAIRE FOR ANNEXATION PETITIONERS

For Department Use Only

Ordinance Name _____

Ordinance No. _____

Total Population of Property Being Annexed _____

Total Minority Population _____

Total Persons of Voting Age _____

Total Minority Persons of Voting Age Total _____

Registered Voters _____

Total Minority Registered Voters _____

Number of Housing Units _____

Street Addresses _____

_____

Number of Trailers _____

Street Addresses _____

_____

Names and Addresses of all Businesses _____

_____

_____

Business Owner/Manager Mailing Address and Phone Number _____

_____

Billboards on Property _____

Ages and Grades of all Children _____

_____

Reason for Requesting Annexation _____

_____

STATEMENT REGARDING
PROVISION OF CITY SERVICES TO NEWLY ANNEXED LANDS

City services will be provided to all newly annexed lands according to the same policies that already govern in Huntsville. This means that Huntsville police and fire departments will respond to calls; garbage and trash will be collected by city sanitation; and school children will attend city rather than county schools. Transportation for students attending the city schools will be the responsibility of their parents. All applicable city ordinances will be enforced including the implementation of zoning regulations. Please note that the National agency that established the rating schedule for fire insurance premiums (ISO) assigns a higher rate to property that is over 5 road miles from their responding fire station and/or over 1000 feet from a fire hydrant.

Water service is provided by Huntsville Utilities; however if the annexed land is already served by another water authority, the existing situation should be expected to continue until such time as development pressure or legal agreements between water authorities makes it feasible or possible for Huntsville Utilities to assume control of the water lines or extend new mains. The cost of main extensions usually are borne by the property owner.

Likewise, it has long been city policy to expand sanitary sewer service on a cost benefit basis. This policy applies to all land within the city regardless of its annexation date. In addition, the city has adopted a capital improvement plan to guide investment in infrastructure. In order for an area to be considered for road construction, drainage improvements, recreational or community facilities, new fire stations, or sanitary sewer extension, the area must be in the city and then must be prioritized according to need. Newly annexed land will be accorded the same consideration as other city lands.

Lastly, it is important to understand that those autonomous boards, agencies and utilities that have authority over the delivery of specific public services set their own policies and procedures.

* * * * * * * * * *

I have read the above statement governing the delivery of city services to lands annexed into the city of Huntsville, and I agree to these conditions as they may pertain to any of my lands that are annexed.

Petitioner _____ **Date** _____

Petitioner _____ **Date** _____