



**Arab Planning Department  
Arab City Hall  
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## **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(s): \_\_\_\_\_



## **OFFICIAL APPLICATION FOR ANNEXATION**

For an annexation request, the Planning Department 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 Arab.**

Once the completed annexation application is returned to the Planning Department, the planning staff will conduct a thorough internal review to determine if the property qualifies for annexation. If it qualifies, an official Petition for Annexation will be created. 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 notification 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 \_\_\_\_\_
- C. Street address of properties to be annexed: \_\_\_\_\_
- D. Name of subdivision if applicable \_\_\_\_\_
- E. Current tax parcel map: Attached
- F. 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 addition 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 Arab.

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**

**(Please use back of sheet for info if necessary)**

**(Census)** Total members in household, including children and tenants of area proposed for annexation: \_\_\_\_\_

Total Persons of Voting Age \_\_\_\_\_

Registered Voters \_\_\_\_\_

Number of Housing Units \_\_\_\_\_  
Street Addresses \_\_\_\_\_

Number of Trailers \_\_\_\_\_  
Street Addresses \_\_\_\_\_

**(Zoning)** Names and Address of all Businesses \_\_\_\_\_

Business Owner/Manager Mailing Address and Phone Number \_\_\_\_\_

Signs/Billboards on Property \_\_\_\_\_

If residential, is there a Home Occupation (business) in use on this property? \_\_\_\_\_

**(Zoning Use)** How many accessory structures are located on property & what is their use? \_\_\_\_\_

Are there any animals (besides cats & dogs) kept on the property? \_\_\_\_\_ If so, what kind and how many? \_\_\_\_\_

Where are the animal enclosures located, including fencing? (Please indicate on the site plan) \_\_\_\_\_

What type zoning classification is desired for the area proposed for annexation:

\_\_\_ Agriculture    \_\_\_ Residential    \_\_\_ Commercial    \_\_\_ Industrial

**(Drainage)** Are there any drainage issues that affect this property? \_\_\_\_\_

Are there any other significant features on the property the city should be aware of? \_\_\_\_\_

**(Schools)** Ages and Grades of all Children \_\_\_\_\_

Will you require bus pick-up? \_\_\_\_\_

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 Arab. This means that Arab police and fire departments will respond to calls; garbage and trash will be collected by Republic Services; and school children may attend city rather than county schools. 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.

It has long been the Sewer Board 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 maintenance, 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, procedures, and fees. Property, *regardless of its annexation date*, will be required to connect to these services once they are available in their area, at the property owner's expense.



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

**Petitioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Petitioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTARY CERTIFICATE**

**STATE OF ALABAMA**

**COUNTY OF MARSHALL**

**I, \_\_\_\_\_, a Notary Public in and for the said  
County in said State, hereby certify that**

**\_\_\_\_\_, whose name is signed to the  
foregoing ANNEXATION PETITION, who are known to me, acknowledged  
before me of this day that, being informed of the contents of the within  
instrument, he/she executed the same voluntarily on the day the same  
bears date.**

**Given under my hand and official seal of office, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_.**

\_\_\_\_\_  
**NOTARY PUBLIC**

**My Commission Expires: \_\_\_\_\_**