

## **INFORMATION NECESSARY FOR ANNEXATION REQUESTS**

If a person desires to have property annexed into the City Limits of Athens, the following criteria must be met. All requests will be evaluated by the Planning Commission, and if recommended, by the City Council. The City Council may or may not annex the requested property into the City Limits, depending on the situation and the property location and the necessary services.

The procedure for property to be annexed into the City Limits of Athens is as follows:

Property must be *contiguous* to the current City Limits, i.e. must touch the current limits by some area.

When the City of Athens annexes property, they also zone it at the same time, according to its use or proposed use. This zoning requires that a Public Hearing be held at the Planning Commission, and a recommendation to the City Council made on the annexation/zoning of said property. This requires a Public Hearing notice to be advertised in the News Courier. If the Planning Commission recommends said annexation/zoning, the information will be sent to the City Council and they will be asked to set a Public Hearing concerning this action. If they deem to set a Public Hearing, we must advertise this Public Hearing notice in the News Courier two times, with the last advertisement being at least 15 days before the advertised City Council hearing. If the Council adopts ordinances annexing/zoning said property, there will be two separate Ordinances that will be advertised in the News Courier to make this annexation/zoning legal. In all, there will be five separate advertisements, and the petitioner/owner of property to be annexed will be billed for these advertisements at whatever rate the News Courier bills the City of Athens. This total procedure can take approximately 6-8 weeks to complete, depending on when submitted and the time frame of the Planning Commission and City Council meetings.

We will need:

- A copy of the deed to the property requested to be annexed/zoned. Any maps or plats of said property would also be helpful.
- A letter from the owner/owners of said property requesting the annexation/zoning, with all pertinent information on the owner/owners (names, address, and telephone number), and the proposed use of said property.
- A signed petition form that you must obtain from the ES&CD office, which must be signed by all property owners as listed on the deed.
- A completed survey form that you must obtain from the ES&CD office. If for commercial property, only items 1, 5 and 6 must be checked.

If you have any further questions, please do not hesitate to contact the Engineering Services & Community Development office at 256-233-2224.



# CITY OF ATHENS ANNEXATION SURVEY FORM

If the requested annexation is for residential purposes, please complete the entire form.

If the requested annexation is for commercial purposes, please complete only the top portion and numbers 1, 5, and 6.

Thank you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

1. Number of person in household:

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_

2. Number of children in school:

Grade 1-5: \_\_\_\_\_ 6-8: \_\_\_\_\_ 9-12: \_\_\_\_\_

Schools they are now attending: \_\_\_\_\_

3. Race: Minority: \_\_\_\_\_ Non-Minority: \_\_\_\_\_

4. Number of registered voters in household: \_\_\_\_\_

5. Annexation into city limits: In favor of: \_\_\_\_\_ Not in favor of: \_\_\_\_\_

6. Land Owner: \_\_\_\_\_ Renter: \_\_\_\_\_

If renting the property, please supply property owners name, address and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_