



## ANNEXATION APPLICATION SUPPLEMENTAL LIST

- A. The applicant must attach deed(s) covering the entire subject property. If the applicant is not the current owner, then a signed statement allowing the applicant to act as an “authorized agent” must be provided.
- B. The applicant must provide a plat or certified survey of the subject property, including a written legal description matching the area to be annexed (Tax ID# may not be used as a legal description). The legal description must be also submitted in Word format via email or on cd. Applicant must sign a statement certifying that the submitted legal description accurately represents his/her request.
- C. The following list of supplemental information shall accompany the annexation petition at time of submittal:

- \_\_\_\_\_ 1.     **Application** signed by current property owner
- \_\_\_\_\_ 2.     **Letter of authorization** (authorization allowing the agent/representative to act on the owner’s behalf)
- \_\_\_\_\_ 3.     Recorded **warranty deed** of the entire subject property as proof of ownership of the property
- \_\_\_\_\_ 4.     Copy of **current certified survey** as performed by an Alabama licensed surveyor. (As built drawings of the subject property will not be accepted in lieu of a certified survey). Appropriateness and acceptance is subject to the director’s review of the survey in terms of age, improvements, etc.
- \_\_\_\_\_ 5.     **Legal description** of the area to be rezoned (provide 8½ x 11 copy and an electronic version may be submitted via e-mail) entitled “Exhibit A”
- \_\_\_\_\_ 6.     **Map** of property which illustrates present and proposed zoning (8-½ x 11, 11 x17 and 24x36 copies and a PDF) entitled “Exhibit B.” The boundary survey may be used as “Exhibit B.”
- \_\_\_\_\_ 7.     Optional: copies of **conceptual site layout** (8-½ x 11, 11 x17 and 24x36 copies and a PDF) entitled “Exhibit C.”
- \_\_\_\_\_ 8.     A **transmittal letter** should be provided to ensure that all items have been provided

Submitted by: \_\_\_\_\_  
Owner or Authorized Agent

Received by: \_\_\_\_\_  
Planning Coordinator

<b>Office use only</b>	Date Submitted:	
	Date Processed:	
	Application#:	
		Complete at submittal: Yes / No