



CITY OF PRICEVILLE

ANNEXATION OF PROPERTY INTO THE CORPORATE LIMITS

The City of Priceville welcomes your interest in annexing property in the City. The following information is offered to guide you through the required statutory annexation process under state law and city ordinance.

General Information

1. An annexation questionnaire, and annexation petition, together with supporting documentation must be submitted to the City Clerk no later than 21-days prior to the TRC (Technical Review Committee) meeting at which the annexation request is to be considered.
2. Property annexed into the City will be assigned a zoning classification by the City Council, after a recommendation from the Planning Commission, which is compatible with the City's Comprehensive Plan and considers the existing use and zoning of adjoining property.

Annexation Requirements

1. Property must be adjacent and/or contiguous to the existing corporate limits of the City and must not lie within the corporate limits of any other municipality.
2. The following documents must be provided to the City Clerk:
 - An original written, signed and notarized annexation petition signed by all record owners of the property, on the City's form of petition.
 - A signed questionnaire and annexation petition on the City's form. Notary services for annexations are available at the Municipal Building at no cost to the property owner. Scanned or copied petitions without original signatures cannot be accepted.
 - Information sufficient to establish ownership of the property must be provided by the owner (*i.e.*, deed, current title opinion, title binder, or abstract).
 - An accurate legal description of the property to be annexed as included in a deed for the property or prepared by a licensed attorney, engineer or surveyor.
 - A plat or map of the subject property, preferably a stamped survey matching the property legal description.
 - A signed statement or other satisfactory documentation from the Morgan County Tax Assessor's office establishing that the property is currently assessed for ad valorem tax purposes to the owners submitting the petition for annexation.
3. Additional information may be required by city officials. Property lying within the police jurisdiction of another municipality may require further documentation and action to be considered for annexation.

Procedure

1. The City Clerk will review the submittal and will forward the petition and related documents to the TRC (Technical Review Committee) for its review and recommendation.
2. Following the Commission's review of the TRC recommendation, the Commission will make a zoning recommendation to the City Council in accordance with Priceville Zoning Ordinance §1.06.
3. The annexation petition and the Commission's recommendation will then be presented to the City Council at a meeting of the Council.
4. The City Council will determine whether to approve an ordinance annexing the property and assigning it to the recommended zoning classification.

**CITY OF PRICEVILLE
ANNEXATION QUESTIONNAIRE**

1. Owner Information: (print name(s) as listed on deed)

a. Name: _____ Address: _____

Phone: _____

b. Name: _____ Address: _____

Phone: _____

- Attach separate sheet if more than two owners

2. Applicant: (if other than owner)

a. Name: _____ Address: _____

Phone: _____

- If other than the owner(s), a certified statement from the owner(s) must be attached stating the applicant is acting as the authorized agent for the owner.

3. Property Description:

a. Property Address _____ b. Total Acreage: _____
or location: _____

c. Rental property: ☐ Yes ☐ No If yes, does the owner live on the property? ☐ Yes ☐ No

d. Current use of the property and existing structures/improvements (single-family residential, duplex, multi-family, commercial, industrial, agricultural, etc.): _____

e. Planned use of the property (single-family residential, duplex, multi-family, commercial, industrial, etc.): _____

(annexation questionnaire continued)

- f. Do you keep chickens or other livestock on the subject property? ☐ Yes ☐ No
- If yes, list type and count: _____
 - On approximately what percentage of the land are these animals kept? _____ %
- g. Is the subject property located within a flood hazard zone? ☐ Yes ☐ No
- h. Are there any other known physical hazards on the property? (sinkholes, caves, bluffs, etc.) If so, describe : _____

- i. Are there any known utility easements within the property boundaries that are not located within the public right-of-way (i.e. TVA, natural gas pipeline, sewer mains, etc.)? If so, describe: _____

4. Property Access:

- a. How much frontage does the subject property have on a public road? _____ - feet
- Is the property accessed via the public road frontage? ☐ Yes ☐ No
 - If no, by what means does the property have written legal access? (check all which apply):
☐ private drive/street ☐ private easement ☐ other
 NOTE: If written legal access is not included in the property's recorded deed, please attach.
- b. If accessed via private drive/street or easement (not a private driveway):
- Name of private drive/street (if applicable): _____
- c. If the property has neither public road frontage, nor written legal access, how is the property accessed? (i.e. verbal agreement, unknown, etc.): _____
- d. Is the property addressed from the private drive/street or public road? ☐ Private Drive ☐ Public Road

(annexation questionnaire continued)

5. Resident information:

a. Number of residents on the property: _____ b. Number of registered voters: _____

c. Names of registered voters (as listed on voter registry):

1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

STAFF PORTION ONLY

Received Via: ☐ US Mail ☐ In-Person ☐ Other _____

Received By:

City Representative (print)

Signed

Date



**PETITION FOR ANNEXATION INTO THE
CITY OF PRICEVILLE, ALABAMA**

TO: THE CITY CLERK OF THE CITY OF PRICEVILLE, ALABAMA, AND TO THE CITY COUNCIL, THE GOVERNING BODY OF SAID MUNICIPALITY:

I / We, the undersigned, constituting all of the owners, and having the right and authority to execute and file with the Office of the City Clerk this petition of the herein described property, being contiguous to the corporate limits of the City of Priceville, Alabama, or will be contiguous pursuant to the annexation of lands for which a petition is presented simultaneously herewith, and of which no part of such property lies within the corporate limits or police jurisdiction of any other municipality, do hereby petition that said property be annexed into the City of Priceville, Alabama.

I / We attach hereto proof of ownership of said property.

I / We attach hereto proof from the Tax Assessor of Morgan County, Alabama, certifying that said property is presently assessed for ad valorem tax purposes in the name as shown on said proof of ownership.

I / We attach hereto an accurate legal description that has been prepared by a licensed attorney, engineer or surveyor.

I / We attach hereto a plat or map of such property showing its relationship to the corporate limits of the City of Priceville.

I / We agree that said described property will be zoned as deemed appropriate by the Priceville City Council to conform to the general intent of the Future Land Use Plan of the City of Priceville, which is part of the Comprehensive Plan as adopted by the Priceville Planning Commission, and understand that in ensuring such conformance, the City Council may select a zoning designation different from that requested below.

I / We agree to comply with all City Ordinances, including all required zoning and development standards for the subject property once annexed.

THE FOREGOING CONSIDERED, I/We do hereby request that the City Council of the City of Priceville, Alabama, and the City Clerk of said municipality give such notices, hold such meetings and adopt such ordinances and do all such things or acts as required by law in order that the corporate limits of the City of Priceville, Alabama, shall be extended and rearranged so as to include such property or territory.

(continued)

IN WITNESS WHEREOF, I / We, the undersigned, have executed or caused to be executed with full right and authority, this instrument on this the _____ day of _____, 20_____.

PRINTED NAME OF OWNER

SIGNATURE OF OWNER

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

STATE OF ALABAMA)

COUNTY OF MORGAN)

I, _____, a Notary Public in and for said county and state, hereby certify that the name(s) as shown above, whose name(s) is signed to the foregoing Petition, being known to me, acknowledged before me on this day that, being informed of the contents of said instruments, executed the same voluntarily on the day the same bears date.

Given under my hand and seal this _____ day of _____, 20_____.

Notary Public

My Commission Expires _____



CITY OF PRICEVILLE

STANDARD ZONING APPLICATION

OFFICE USE ONLY

Date Received _____

Clerk _____

☐ Initial Zoning (upon annexation)☐ Re-Zoning☐ Pre-Zoning (prior to annexation)**1. Applicant**

Printed Name		Phone No.	
Signature		Mailing Address	

If other than the owner, a Certified Statement from the Owner of Record must be attached stating that the Applicant is acting as an Agent for the owner

2. Owner of Record ☐ Check here if multiple owners and skip the remainder of section 2 – complete page 3

Printed Name ☐ Individual ☐ Business		Mailing Address	
If Business: Officer Name (print) Title / Position			
Signature		Phone No.	
Attest: Notary Public		Seal	

A true and exact copy of the current Deed of Record must be attached to and made a part of this application.

3. Property Title ☐ The property title is free and clear of any encumbrances (mortgage, loan, lien, other form of collateral, etc.)
☐ The property has a financial encumbrance – if checked, explain. Attach a separate page if needed.**4. Location of Property**

Address:	Provide a general location description: (street, road, highway, landmark)
5. Current Use of Property – Describe (Single-family, Multi-family, Business, Manufacturing, Place of Worship)	Proposed Use of Property – Describe (Single-family, Multi-family, Business, Manufacturing, Place of Worship)
6. Current Zoning: (if applicable)	Requested Zoning:

APPLICATION REQUIREMENTS

**APPLICATION MUST BE SUBMITTED NO LATER THAN
21 DAYS PRIOR TO THE TRC MEETING AT WHICH IT
IS TO BE CONSIDERED**

- SEE ZO §13.04.02 FOR FULL REQUIREMENTS
- COPY OF PROPERTY DEED MUST BE ATTACHED
- APPLICATION MUST BE SIGNED BY ALL OWNERS SHOWN ON THE DEED (see pg. 3)
- AUTHORIZED AGENT STATEMENT REQUIRED IF APPLICANT IS NOT THE OWNER (see pg. 4)

A. INITIAL ZONING (UPON ANNEXATION)

- No charge
- Copy of annexation petition must be attached

B. RE-ZONING

- Non-refundable fees:
 - o \$200 fee due at time of application
 - o Mail and legal notice costs due – TBD following review
- Vicinity map showing the site and zoning of adjacent properties
- A statement from all applicable utilities that said utilities are available to serve the proposed use
- Any supplemental information which will assist the Planning Commission in reviewing the zoning amendment

C. PRE-ZONING (PRIOR TO ANNEXATION)

- Non-refundable fees:
 - o \$200 fee due at time of application
 - o Mail and legal notice costs due – TBD following review
- Copy of annexation petition must be attached:
 - o The annexation petition is placed on-hold pending the outcome of the pre-zoning process.
- NOTE: Submittal of a pre-zoning application is an agreement to immediately annex the property if the zoning district is approved as requested by the owner(s).

PROCEDURE

A. INITIAL ZONING (UPON ANNEXATION)

- 1) TRC reviews the application and makes a recommendation to the Planning Commission
- 2) Planning Commission considers the TRC's recommendation and makes a recommendation to the City Council
- 3) City Council considers the Commission's recommendation and assigns zoning upon annexation

B. RE-ZONING

- 1) TRC reviews the application, determines mail and legal notice costs for public notice, and makes a recommendation to the Planning Commission.
 - 2) Planning Commission considers the TRC's recommendation and sets a public hearing if mail and legal notice costs for public notice have been paid.
 - 3) Planning Commission holds the public hearing and makes a recommendation to the City Council.
 - i. NOTE: The Commission has 60 calendar days from initial review to submit its recommendation to the Council
 - 4) City Council considers the Commission's recommendation and sets a second public hearing.
 - 5) City Council holds the public hearing and either approves or denies the zoning amendment.
- NOTE: Public Hearings must be set during a Commission / Council meeting. Public hearings are generally set to be held during the following month from which the hearing was set.

C. PRE-ZONING (PRIOR TO ANNEXATION)

- 1) See procedure outline for Re-Zoning above
 - 2) The City Council may immediately annex the property if the zoning district is approved as requested by the owner(s).
- NOTE: Any pre-zoning established shall be null and void if the property is not annexed within 180 days of the receipt of initial annexation application.

OWNERS OF RECORD (attach additional pages as needed for the number of owners)

- ☐ Check here if an "authorized agent statement" has been completed by all owners of record. (see page 4)
- Skip remainder of this page if box is checked

Owner: _____
(printed name) (signature)

Address: _____ Phone: _____

STATE OF ALABAMA)
COUNTY OF MORGAN)

I, _____, a notary public in and for said County in said State, hereby certify that _____ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Owner: _____
(printed name) (signature)

Address: _____ Phone: _____

STATE OF ALABAMA)
COUNTY OF MORGAN)

I, _____, a notary public in and for said County in said State, hereby certify that _____ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Date: _____

City of Priceville
Attn: Planning Commission Secretary

RE: Authorized Agent Statement

Project/Development/Property: _____

Please let this letter serve as the owner's certified statement that _____ is an authorized agent with respect to all applications and submittals for the above referenced property. Specifically, _____ is authorized to submit whatever other applications, petitions, plans, layouts, and information that may be necessary to obtain approvals and entitlements for the development of the above referenced property.

Please contact me if you need further information.

Owner 1 (print): _____

Phone: _____

Sincerely,

Address: _____

Owner 1: _____

Owner 2: _____

Owner 2 (print): _____

Phone: _____

Address: _____

STATE OF ALABAMA)
COUNTY OF MORGAN)

I, _____, a notary public in and for said County in said State, hereby certify that _____ whose name(s) is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the _____ day of _____, 20____.

Notary Public
My Commission Expires: _____

This checklist is provided as a guide. It is the applicant's responsibility to ensure compliance with all requirements. Any deficiency within this checklist does not relieve the applicant from meeting any such requirement.

STANDARD ZONING CHECKLIST

Property Location

Owner

- ☐ Re-Zoning
- ☐ Pre-Zoning (prior to annexation)

Submittal Date _____

At time of application (no later than 21-days prior to TRC):

_____ Complete and notarized application, including any applicable agent authorization statements

- Deed(s) required as part of application ~ ALL owners shown in deeds must sign the application

_____ Fee: \$200.00

- Additional public notices and mailings fees apply(TBD following TRC). The fees are determined by the number of property adjoiners, number of signs required, current postage and sign costs

_____ Vicinity map showing the location and zoning of the property, along with that of adjacent properties

_____ Legal description of property being zoned/re-zoned

_____ Statements from all utility providers that they have the capacity and ability to readily serve the property

- East of I-65: Priceville Sewer, NEMCW, JWEMC, WBNG
- West of I-65: Priceville Sewer, Decatur Utilities (water), JWEMC, WBNG

_____ Above items also submitted in PDF format

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