



The City of TROY

Planning & Zoning Department

P.O. Box 549 · 301 Charles W. Meeks Avenue · Troy, Alabama 36081
Phone: 334.670.6058 · Fax: 334.670.6078

ANNEXATION APPLICATION

(PLEASE PRINT)

Subject Property Information

Street Address: _____
Lot _____, Block _____, Subdivision _____
Parcel Number(s): _____
Present Use: _____ Gross Area: _____

Applicant Information

Applicant Name: _____ Phone: _____
Address: _____ Email: _____
Applicant (check one): is the owner of the property is a duly authorized agent of the owner of the property (*agent authorization form must be attached*) has a sales contract to buy the property with the stipulation that a variance/special exception is granted (*agent authorization form must be attached*)

Owner Information

Owner Name: _____ Phone: _____
Address: _____
Ownership Configuration: single parcel/single ownership single parcel/multiple ownership
 multiple parcels/single ownership multiple parcels/multiple ownership (requires multiple applications)

Zoning Information

When an application for annexation is submitted to the City of Troy, the applicant must also submit an application to incorporate the property in a zoning district. The method and establishment of such pre-zoning is authorized by §11-52-85 of the Code of Alabama, 1975, as amended. The zoning classification established through the pre-zoning procedure shall become effective and enforceable at the time annexation of the property into City becomes effective. **Pre-Zoning Application Attached**

Information Required by the US Department of Justice and Bureau of the Census

Answers to the following questions should reflect the conditions existing on the subject property at the time of annexation.

1. A. Is this property your principal residence? YES NO (if "yes," answer part B)
B. Applicant's Marital Status: Now Married Separated Divorced Widowed Never Married
2. A. Total number of buildings on subject property: Number of houses: _____ Number of manufactured homes: _____ Other: _____
B. Total population, including children and tenants, of area proposed for annexation: _____
C. Of all persons residing on the property, how many are of voting age (18 years or older)? _____
D. Of all persons residing on the property, how many are: White: _____ Black _____ Hispanic: _____ Other: _____
Asian or Pacific Islander: _____ American Indian/Eskimo/Aleut: _____
F. Proposed Use of Property (if any): _____

Acknowledgement & Signature of Applicant

I certify that the information provided in this application and all required documentation to this application, to the best of my knowledge, is true and correct. I understand and acknowledge that I will be responsible for presenting this request before a public hearing of the Troy Planning Commission.

Applicant Signature: _____ Date _____

Applicant Signature: _____ Date _____

PETITION FOR ANNEXATION

(Individual Owners)

To The City Clerk of the City of Troy, Alabama:

We, the undersigned, constituting all of the owners of all of the real property in the attached Exhibit A and as delineated on the map attached as Exhibit B, such property being outside the corporate limits of the City of Troy, Alabama, do hereby execute and file with the City of Troy, Alabama this written petition asking and requesting that our property as described be annexed into the City of Troy, Alabama, under the authority of §11-42-20 through §11-42-24, Code of Ala. 1975. Initials: _____

We further certify that said property is contiguous to the city limits of the City of Troy, Alabama and that none of the property lies within the corporate limits or police jurisdiction of another municipality. We further certify that all of the property included in the preceding description which lies within the police jurisdiction of both the annexing municipality and another municipality is located closer to the annexing municipality than to the other municipality as required by §11-42-21, Code of Ala. 1975. A map and written legal description of said property is hereto attached. Initials: _____

We, the undersigned, fully understand that the City will provide police and fire protection and, if available, the City **may** provide water and sewer service under our current adopted procedures. **The City makes no commitment to extend electric, water and sewer lines to property that is annexed into the City, or to upgrade drainage or roads by virtue of an annexation. Further, the city is prohibited from improving private property.** Initials: _____

Furthermore, we certify that we understand fully that, following annexation, **the subject property shall be subject to all laws and codes administered by the City of Troy**, including, but not limited to, the zoning ordinance, the subdivision regulations and the municipal code of the City of Troy. Initials: _____

We do hereby request that the City give such notice, hold such hearing and adopt such ordinance and do all such things or acts as is required by law so that the corporate limits of the City of Troy, Alabama shall be extended and rearranged so as to include such property or territory. Initials: _____

We, the undersigned PETITIONERS understand that we will have no right to vote in any elections which we would be entitled to vote in as a result of this proposed annexation until the annexation is pre-cleared by the United States Department of Justice pursuant to Section 5 of the Voting Rights Act of 1965, as amended. Initials: _____

IN WITNESS WHEREOF, we have hereunto subscribed our names this the _____ day of _____, 20_____.

Names and Signatures of	Signature: _____
ALL property owners:	Print Name: _____
	Signature: _____
	Print Name: _____

STATE OF ALABAMA COUNTY OF PIKE

I, the undersigned authority, a Notary Public, in and for said County, in said State, hereby certify that the foregoing affirmation was sworn and subscribed before me by _____, who is personally known to me or has produced a valid driver's license as identification, acknowledged before me on this day that being informed of the contents of the instrument, he/she executed the same voluntarily on the day the same bears date.

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

_____ Notary Public Signature	_____ Date Commission Expires
(Seal)	

STATE OF ALABAMA COUNTY OF PIKE

I, the undersigned authority, a Notary Public, in and for said County, in said State, hereby certify that the foregoing affirmation was sworn and subscribed before me by _____, who is personally known to me or has produced a valid driver's license as identification, acknowledged before me on this day that being informed of the contents of the instrument, he/she executed the same voluntarily on the day the same bears date.

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

_____ Notary Public Signature	_____ Date Commission Expires
(Seal)	

PETITION FOR ANNEXATION

(Business or Corporation)

To The City Clerk of the City of Troy, Alabama:

I/we, the undersigned, constituting the owner or all of the owners of all of the real property in the attached Exhibit A and as delineated on the map attached as Exhibit B, such property being outside the corporate limits of the City of Troy, Alabama, do hereby execute and file with the City of Troy, Alabama this written petition asking and requesting that our property as described be annexed into the City of Troy, Alabama, under the authority of §11-42-20 through §11-42-24, Code of Ala. 1975.

Initials: _____

I/we further certify that said property is contiguous to the city limits of the City of Troy, Alabama and that none of the property lies within the corporate limits or police jurisdiction of another municipality. I/we further certify that all of the property included in the preceding description which lies within the police jurisdiction of both the annexing municipality and another municipality is located closer to the annexing municipality than to the other municipality as required by §11-42-21, Code of Ala. 1975. A map and written legal description of said property is hereto attached.

Initials: _____

I/we, the undersigned, fully understand that the City will provide police and fire protection and, if available, the City *may* provide water and sewer service under our current adopted procedures. **The City makes no commitment to extend electric, water and sewer lines to property that is annexed into the City, or to upgrade drainage or roads by virtue of an annexation. Further, the city is prohibited from improving private property.**

Initials: _____

Furthermore, I/we certify that I/we understand fully that, following annexation, **the subject property shall be subject to all laws and codes administered by the City of Troy**, including, but not limited to, the zoning ordinance, the subdivision regulations and the municipal code of the City of Troy.

Initials: _____

I/we do hereby request that the City give such notice, hold such hearing and adopt such ordinance and do all such things or acts as is required by law so that the corporate limits of the City of Troy, Alabama shall be extended and rearranged so as to include such property or territory.

Initials: _____

I/we, the undersigned PETITIONER/PETITIONERS understand that I/we will have no right to vote in any elections which I/we would be entitled to vote in as a result of this proposed annexation until the annexation is pre-cleared by the United States Department of Justice pursuant to Section 5 of the Voting Rights Act of 1965, as amended.

Initials: _____

IN WITNESS WHEREOF, _____, a _____, by _____, its _____, who is authorized to execute this petition, hereto sets its hand and seal this _____ day of _____, _____.

a _____

ATTEST:

Its: _____

By: _____

Its: _____

STATE OF ALABAMA
PIKE COUNTY

I, the undersigned Notary Public in and for said County and State, hereby certify that _____, whose name as _____ of _____, a _____, is signed to the foregoing Petition for Annexation, and who is known to me or presented identification, acknowledged before me on this day that, being informed of the contents of the Petition for Annexation, he/she, in such capacity and with full authority, executed the same voluntarily for and as the act of said entity on the day the same bears date.

Given under my hand and seal this _____ day of _____, 2_____.

Notary Public Signature

Date Commission Expires

(Seal)

Agent Authorization Form

(individual property owner)

Date: _____

To: City of Troy
Planning and Zoning Department
306 E. Academy Street
PO Box 549
Troy, Alabama 36081

Re: Agent Authorization for the following site location: _____

To whom it may concern:

You are hereby advised that the undersigned is the owner of the property described above. Said owner hereby authorizes and empowers (*authorized representative*) _____
to act as agent to file application(s) for (*describe action requested*) _____

for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters, to present, and to make testimony necessary for such requested action.

Property Owner Signature Printed Name Address Date

STATE OF ALABAMA
COUNTY OF PIKE

I, the undersigned authority, a Notary Public, in and for said County, in said State, hereby certify that the foregoing affirmation was sworn and subscribed before me by _____
who is personally known to me or has produced a valid driver's license as identification, acknowledged before me on this day that being informed of the contents of the instrument, he/she executed the same voluntarily on the day the same bears date.

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

Notary Public Signature Date Commission Expires

(Seal)

Agent Authorization Form

(company or corporation)

Date: _____

To: City of Troy
Planning and Zoning Department
306 E. Academy Street
PO Box 549
Troy, Alabama 36081

Re: Agent Authorization for the following site location: _____

To whom it may concern:

You are hereby advised that the undersigned is the owner of the property described above. Said owner hereby authorizes and empowers (*authorized representative*) _____
to act as agent to file application(s) for (*describe action requested*) _____

_____ for the above referenced property and in connection with such authorization to applications, papers, documents, requests and other matters, to present, and to make testimony for necessary for such requested action.

Company Name, Entity Type,

By: _____ L.S.

_____, its _____

STATE OF _____,

COUNTY OF _____.

I, the undersigned, a Notary Public in and for said County and State, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing conveyance and who is known to me, acknowledged before me on this day that, being informed of the contents of the conveyance, he/she, as such _____ and with full authority, he/she executed the same voluntarily for and as the act of said entity on the day the same bears date.

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

Notary Public Signature

Date Commission Expires

(Seal)



Procedure for Property Annexation

(Procedure is subject to change)

1. Submit a Petition for Annexation to the Planning & Zoning Administrator or City Clerk at City Hall, 301 Charles W. Meeks Avenue, Troy, Alabama. Only the property owner(s) or a duly authorized representative thereof will be permitted to make a petition to annex property.
2. Each petition is considered a “package” which must include all required elements when submitted. Return the completed petition “package” to the Planning & Zoning Department and/or City Clerk no later than the last day of the month preceding the regularly scheduled Planning Commission meeting at which the petition will be heard. **Incomplete petitions will not be processed and will not be scheduled for a public hearing.** The Planning Commission normally meets on the fourth (4th) Thursday of each month. Meeting dates are subject to change. Specific Planning Commission meeting dates can be obtained from the Planning & Zoning Department.
 - Required Documentation includes, but is not limited to, the following for each lot or parcel requested to be annexed:
 - Completed and Signed Annexation Application
 - Completed, Signed, and Notarized Petition
 - Completed and Signed Pre-zoning Application and all attendant items
 - Copy of Recorded Deed and/or a Copy of the sales contract contingent on obtaining approval from the Board
 - Agent Authorization Form - If the individual, corporation or agency requesting annexation is not the legal owner(s) of the property(ies) proposed for annexation, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed annexation must be submitted with the application.
 - Survey of the Property to be annexed showing the names and addresses of all adjoining property owners as obtained from the Pike County Tax Assessor's Office. Adjoining property owners include owners on all sides of property in question and also the property across streets, creeks, power line right-of-ways, woods, etc.
 - Legal description of the property
 - Map of subject property relating to the request
3. Upon the receipt of the complete application “package” the applicant will be informed of the date and time of the Commission meeting at which the request shall be presented.
4. Notice will be published in a newspaper of general circulation at least seven (7) days prior to the public hearing date. Signs will be posted by the Planning Department on the property for which an annexation petition has been submitted no less than 7 days prior to the Planning Commission meeting at which the petition will be heard. A notice will also be mailed to the owners of every lot adjoining the lot or property in question.
5. The applicant **MUST** appear before the Planning Commission to present the case and answer questions from the Commission and other interested parties. The petition **WILL NOT BE CONSIDERED** if the applicant is not present at the meeting.
6. When the petition is heard by the Planning Commission, they will do one of the following: 1) Deny the annexation petition; 2) Recommend approval of the annexation petition to the City Council; or 3) Table the request pending the submittal of additional information. A majority plus one vote of the Planning Commission is required to recommend approval of a petition.
7. If the petition is denied by the Planning Commission, the applicant may request that the City Council review the petition.
8. Upon approval of the recommendation by the Planning Commission, said recommendation is submitted to the City Clerk's office for preparation of the Ordinance and placement on the Council agenda.
9. The City Council will follow its rules of procedure regarding the consideration of Ordinances. The applicant may have to appear before the Council to present the annexation and answer questions from the Council. The City Council will review the ordinance and consider the Planning Commission's recommendation. If the Ordinance is approved by the City Council, a copy of the ordinance will be published in the local newspaper.
10. The annexation will not become effective until adoption and final publication by the City Council and, if applicable, subsequent approval by the United States Department of Justice.



Application Process Flow Chart

(This is just a representation of the process, if petition is approved. This is not an exact procedure and is subject to change.)

