

City of Gardendale
Inspection Services Department
925 Main Street
P. O. Box 889
Gardendale, AL 35071
(205) 631-1708 Fax: (205) 631-1705

IN ORDER TO FILE AN ANNEXATION PETITION

All information and fees must be received 21 days prior to the Planning & Zoning Commission meeting which is held on the 2nd Thursday of each month at 6:30 p.m. at the City Hall Council Chambers. The Commission will consider its recommendation (*favorable or unfavorable*) of the annexation to be forwarded to the City Council for final consideration. Petitioner or authorized representative must be present at all meetings.

Contiguous: Property must be contiguous to the City limits.

Fees: \$250.00 annexation fee shall accompany the Petition. (Costs may be shared if multiple requests are submitted at the same time in the same area on the same Petition.) Shall be refunded if annexation is not approved.

Street List: The City has identified certain streets that can currently be annexed without Annexation Committee approval.

Annexation Committee (if applicable): The Annexation Committee will review the Petitions for annexation requests and give recommendations and reports to the P&Z Commission based on the ability to protect the city and its fiscal basis, its people and resources, as well as assure the ability to provide present and future city services. The members are as follows: Police Chief, Fire Chief, Public Works Director, Building Inspections Supervisor, Education Board President, Council President, and Mayor. (*Resolution 2014-030*).

Petition: Must be completed and submitted at the time the annexation is requested [include all names on the property deed, SIGNATURES OF ALL OWNERS, Parcel ID #, site address of property, registered voter (yes or no), number of persons in household, number of houses on parcel] Must provide zoning, amount of acreage of each parcel, and contact phone numbers. If an owner is deceased or a divorce has occurred, please provide a copy of the death certificate or the portion of the divorce decree stating ownership of the property.

Deed: A copy of the most current deed will be required to establish “legal” description and verification of owners. A survey should be provided unless waived by the Inspection office.

Fire District Fee: Person(s) requesting to be annexed must submit something in writing from the Jefferson County Tax Assessor’s office stating whether or not they are in another Fire District (*Mt. Olive fire district*), and if so, the amount of yearly fire dues being paid. Gardendale will notify the Fire District (*Mt. Olive Fire & Rescue District*) by the required form “Notice of Petition for Annexation” requesting certification of the amount of fire dues owed, if any. State Law requires payment of six years’ fire district fees to be paid, which will be collected at the time of submittal.

Fire Hydrant Coverage: If property is not within the required distance for fire hydrant coverage as determined by the Fire Chief (631-6660) of the City of Gardendale, annexation may be subject to payment of fire hydrant installation fees (current costs will be provided).

Streets: Public Works Director (631-3394) will determine if any street improvements are required and/or if any additional right-of-way is necessary.