

# **City of Fairhope, Alabama**

## **City Clerk**

### **Required Submittals for Annexation**

In order for your request for annexation to be considered the City must have the following information from you:

1. ANNEXATION PETITION - signed by ALL OWNERS of the land to be annexed. All signatures must be notarized.
2. A copy of your deed with legal description of land to be annexed. Include book and page of recordation. (Exhibit AA@)
3. A map showing the property to be annexed and how it is contiguous to the city. (Exhibit AB@)
4. PHYSICAL ADDRESS OF PROPERTY TO BE ANNEXED - If property is vacant you must have 911 assign address.
5. Tax Parcel Number as assessed
6. Owners current mailing address and telephone number
7. Size (acres or square feet) of property to be annexed.
8. If land is occupied, number of persons in residence. If land is unoccupied, so state.

**\*\*\*The City of Fairhope annex quarterly at the second City Council meeting of the following months: January, April, July, and October. The deadline for submitting all documentations for annexation is by 5:00 p.m. on the second Monday of the following months: January, April, July, and October.**

Post Office Drawer 429

Fairhope, Alabama 36533

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