

ANNEXATION PROCESS

- Acquire petition/application from Public Works Secretary
 - Answer all questions in the Application
 - Pay Applicable Annexation Fee
 - Furnish legal description of area to be annexed
 - Furnish survey map of area to be annexed
 - Provide a copy of most current tax notice
 - Have Assessor complete certification form
 - Have Registrar of Voters complete certification form
- Return completed petition/application to Public Works Secretary with attachments
- Application is circulated to Department Heads for Review and Comments
 - Fire Department
 - Police Department
 - Department of Public Works
- Application and Department Head Reviews submitted to Planning & Zoning
 - Planning & Zoning will review application and make recommendation to City Council; and, if favorable, suggest zoning classification.
- Planning & Zoning Report forwarded to City Attorney for review
- Petition For Annexation is placed on City Council agenda
- City Council accepts, rejects or tables application; if Accepted, Ordinance is introduced by City Council and Resolution to Publish is adopted.
- Proposed ordinance is advertised in Official Journal
- Public Hearing and Adoption of Ordinance by City Council
- Ordinance goes to Mayor for signature/approval within 7 days
- Mayor returns ordinance to Clerk of the Council within 7 days
- If signed/approved Ordinance is published in Official Journal (if vetoed—there is a different process)
- City Attorney files ordinance with Justice Department requests pre-clearance
- Justice Department grants pre-clearance or requests additional information
- Ordinance is effective after publication and Justice Department pre-clearance
- City Limit changes and Map/Description of Boundaries go to Clerk of Court

Notify the following agencies:

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| <input type="checkbox"/> Assessor's Office | <input type="checkbox"/> Registrar of Voters | <input type="checkbox"/> CP Public Works |
| <input type="checkbox"/> State Treasurer | <input type="checkbox"/> Fire Marshall | <input type="checkbox"/> Insurance Comm. |
| <input type="checkbox"/> CP Finance Dept | <input type="checkbox"/> Entergy | <input type="checkbox"/> DEMCO |
| <input type="checkbox"/> Zachary Utilities | <input type="checkbox"/> Zachary Police | <input type="checkbox"/> Zachary Fire Dept |
| <input type="checkbox"/> Zachary DPW | <input type="checkbox"/> Zachary City Court | <input type="checkbox"/> Zachary Prosecutor |