

**CITY OF TRUSSVILLE**  
131 Main Street  
P. O. Box 159  
Trussville, Alabama 35173  
Phone (205) 655-7478 FAX (205) 655-7487

**NEEDED FOR ANNEXATION**

**Annexation is a multiple step process. Once a petition is received, it is circulated through several city departments, and placed on the next agenda for the Planning and Zoning Board which occurs at least 10 days after the petition is filed. The matter is then placed on the agenda for the next City Council meeting occurring at least one week after the Planning and Zoning Board recommendation.**

- 1. Signature of all property owner(s) on the petition for annexation.**
  - ◆ If property is owned jointly, all signatures are required.
  - ◆ Names must be signed as they appear on the deed.
  - ◆ If owned by a company, corporation, developer, etc., the signature of an officer or other person authorized to sign legal documents.
- 2. Proof of ownership.**
  - ◆ This information can be found on your deed, title policy, mortgage, etc. A complete legal description of the property to be annexed must be submitted. (The legal description on your tax notice is often incomplete.)
- 3. Tax parcel identification number.**
  - ◆ This number can be found on your annual tax notice. This number is needed for mapping and reporting purposes.
- 4. Once the City Council approves the annexation, the following is due:**
  - ◆ Proof of payment of fire dues settlement (if applicable)
  - ◆ Annexation fee
- 5. Property is not considered as annexed until all steps are completed, at which time the annexation will be published as provided by law and filed at Probate Court.**
- 6. Attendance is required at the Planning and Zoning Board meeting at which the petition is heard.**

**Copies of these annexation documents can be made at City Hall at no charge, if needed.**

**For additional information call City Clerk Lynn Porter (205) 661-4050 [lporter@trussville.org](mailto:lporter@trussville.org) or Trussville City Hall - (205) 655-7478.**

**Forms are available on line at [www.trussville.org](http://www.trussville.org) – FORMS – last column**