



ANNEXATION GUIDELINES & PROCEDURES

City of Riverside

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Established through Alabama State Code §11-42-21.

The City of Riverside follows State guidelines in that “whenever all of the owners of property located and contained within an area contiguous to the corporate limits of any incorporated municipality located in the State of Alabama and such property does not lie within the corporate limits or police jurisdiction of any other municipality, shall sign and file a written petition with the city clerk of such municipality requesting that such property or territory be annexed to the said municipality, and the governing body of such municipality adopts an ordinance assenting to the annexation of said property to such municipality, the corporate limits of said municipality shall be extended and rearranged so as to embrace and include such property and such property or territory shall become a part of the corporate area of such municipality upon the date of publication of said ordinance. It is provided further, that in the event any such incorporated municipality's police jurisdiction overlaps with the police jurisdiction of one or more other incorporated municipalities, the governing body of each such incorporated municipality may exercise the authority of this article, in such overlapping portions of their police jurisdiction, to a boundary which is equidistant from the respective corporate limits of each of such incorporated municipalities which have overlapping police jurisdictions, and provided further, all of the owners of property located and contained within such area to be annexed and such property is contiguous to the corporate limits of such an incorporated municipality shall sign and file a written petition with the city clerk of such incorporated municipality requesting that such property be annexed to said incorporated municipality and the governing body of such incorporated municipality adopts an ordinance assenting to the annexation of said property to such municipality, the corporate limits of said municipality shall be extended and rearranged so as to embrace and include such property and such property or territory shall become part of the corporate area of such municipality upon the date of publication of said ordinance.

The petition required by this section shall contain an accurate description of the property or territory proposed to be annexed together with a map of the said territory showing its relationship to the corporate limits of the municipality to which said property is proposed to be annexed and the signatures of all the owners of the property or territory described. It shall be the duty of the governing body to file a description of the property or territory annexed in the office of the judge of probate of the county in which the municipality is located.”

Procedure

1. The person must sign and file a **written petition/letter** with the city clerk of Riverside requesting that such property or territory be annexed to the municipality of Riverside.
2. The petition required by this section shall contain an accurate **description of the property** or territory proposed to be annexed.
3. The petition shall also include a **map of the said territory** showing its relationship to the corporate limits of Riverside.
4. The petition must include **signatures of all the owners** of the property or territory described as filed with the St. Clair County Tax Assessor.
5. The City Council will review the petitions submitted and, if approved, adopt an ordinance annexing the area.
6. The final ordinance will be published as specified by law by the City Clerk.
7. The City Clerk will file a description of the property or territory annexed in the office of the judge of probate of the county.

Note: This is not an exhaustive guideline regarding annexations. Appropriate state statutes, county and city ordinances, and resolutions will provide additional information.

PETITION OF ANNEXATION

To the Mayor & City Council

Of the City of Riverside, Alabama

_____ hereby petitions the City of Riverside, Alabama for annexation
Name of Petitioner
of the following lands into the City of Riverside.

[Legal Description]

And requests the property to be zoned _____ upon annexation.
Desired Zoning Classification

With below signature, the petitioner attests that he/she is the owner of the above described lands of real property and that a map of the property is attached.

Petitioner Information and Signature

Name _____

Address _____

City, State, Zip _____

Signature of Petitioner _____