
Subject: Summary of annexation procedures

PROCEDURE FOR ANNEXATION THROUGH COUNTY COURT

1. A petition for annexation, signed by a majority of the property owners, must first be prepared. (Majority of owners means a majority in the area affected, provided they own more than 1/2 of the total acreage).
2. This petition must include an accurate legal description of the proposed annexation, lot sizes if applicable, total acreage and a vicinity map of the territory showing the existing city limits. All lands proposed must adjoin the present city limits.
4. Once the petition is completed, it shall then be presented to the County Court and filed in the office of the County Clerk for action by the County Judge.
5. After the petition has been filed, the Judge shall set a time and place for a hearing on said petition and shall inform petitioners of same. The time for the hearing shall NOT be less than thirty (30) days after the filing and publication of such petition.
6. The petitioner, or his agent, shall cause a Notice of Hearing on said petition to be published in some newspaper of general circulation in the County, once a week for three (3) consecutive weeks.
7. If the County Court grants the petition, the Court shall issue its Order of Annexation and deliver all the papers to the County Clerk who shall record the same.
8. At any time within one (1) month after the County Court enters its order, any interested person may institute a proceeding to have the annexation prevented, in the Circuit Court. If no suit is filed after thirty (30) days have passed, the annexation shall be confirmed.

Once the annexation is confirmed through the County Court, the City Council shall pass an ordinance or resolution accepting the annexed territory. If the Council accepts the annexation, the Clerk or Recorder shall certify two (2) copies of the ordinance accepting the annexation to the County Clerk. The County Clerk shall in turn certify one (1) copy of the plat and one (1) copy of the order to the Secretary of State. The County Clerk shall also forward one (1) copy of the plat and one (1) copy of the order to the Director of the Tax Division of the Arkansas Public Service Commission, who shall file and preserve the same and shall notify all utility companies having property in said municipality of such annexation. The County Clerk shall also forward a copy of the order to the City Council.

***Approval through the County requires a minimum of 60 days.

PROCEDURE FOR ANNEXATION THROUGH

10/25/2005

METROPOLITAN AREA PLANNING COMMISSION

1. Twelve copies of the certified plat shall be submitted to the MAPC. The plat shall include the dimensions of the lot(s) or acreage to be annexed, all streets, street right of ways, easements, subdivision names, if applicable, legal description of the property and existing city limit boundaries. The requested zoning classification for the proposed territory shall be shown on the plat as well as the surrounding zoning.
2. At least one copy of the petition for annexation and zoning classification and the order of annexation signed by the judge shall be submitted with the 12 copies of the plat.
3. All requests shall be submitted by 5:00 p. m. on the 17th of each month accompanied with the filing fee of \$100.00.
4. All requests for zoning classification are published in the local newspaper at least 15 days prior to MAPC meeting.
5. Petitioners or their representative should attend MAPC meeting, which is the 2nd Tuesday of each month.
6. If a request for annexation should precede the approvals required by the County Court and the 30 day waiting period in the Circuit Clerk's office, any approval would be subject to these things taking place.

**ANNEXATION PROCEDURE
CITY COUNCIL**

Contact the City Clerk at 935-0305 for submittal requirements for the City Council.