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:

- Assessor's Office
- State Treasurer
- CP Finance Dept
- Zachary Utilities
- Zachary DPW
- Registrar of Voters
- Fire Marshall
- Entergy
- Zachary Police
- Zachary City Court
- CP Public Works
- Insurance Comm.
- DEMCO
- Zachary Fire Dept
- Zachary Prosecutor