

**CITY OF NORTHPORT**  
**ANNEXATION PROCEDURE INSTRUCTIONS & LIMITATIONS**

1. Use attached forms.
2. Date petition prior to first signature.
3. Petition must be signed by all property owners of the property which is sought to be annexed.
4. Property owned by corporations shall be executed by a duly authorized officer of the corporation pursuant to a resolution of said corporation.
5. Petition must be acknowledged by one or more of the petitioners before a notary public.
6. The area to be considered for annexation must be contiguous to the existing corporate limits of the City.
7. Single Family Residential-If the current or proposed future use of the property is for one (1) single family residence, it is required that the following be provided:
  - (a) Legal Description of the property to be annexed. This description may be established by attaching copies of the petitioner's deed, title opinion, title policy and/or tax assessment description.
  - (b) Description of any roads or other properties necessary to be annexed to create a contiguous relationship to the existing corporate limits of the City.
  - (c) Proof of ownership of the property. This may be established by attaching copies of petitioner's deed, title opinion, title policy and/or tax assessment, or any other document showing an ownership interest.
  - (d) Map, subject to the approval of the City, clearly labeled and illustrating the property and its contiguous relationship to the existing corporate limits of the City.
8. All other uses-if the current or proposed future use of the property is for any use other than one (1) single family residence, it is required that the following be provided:
  - (a) a current Title Opinion issued in favor of the City of Northport by an attorney licensed to practice law in the State of Alabama, certifying, in form and substance satisfactory to the City Attorney, the names of all legal owners of the property for which annexation is proposed.
  - (b) a Map prepared by a registered, professional engineer or land surveyor, licensed in the State of Alabama, or otherwise in form and substance satisfactory to the City, clearly labeled and illustrating the proposed property to be annexed and illustrating its contiguous relationship with existing city limits together with a legal description of said property to be annexed.
9. Annexation questionnaire must be completed by the petitioners.

10. If annexed, your property will be subject to zoning restrictions as well as all laws, regulations, fees and restrictions of the City of Northport. All newly annexed property will initially and automatically be zoned RS-1, single family residential unless otherwise specified.
11. Return the attached forms upon completion to the City Planner no later than four (4) weeks prior to a Planning and Zoning Commission meeting.

### ANNEXATION LIMITATIONS

All areas proposed for annexation must be contiguous to the existing city limits of Northport.

All annexation petitions must be received in this office no later than four (4) weeks prior to the next Planning and Zoning Board meeting. The Planning and Zoning Board meets the second Tuesday of every month.

All areas annexed into the City are classified as an RS-1 district unless and until requested by the property owner or recommended by the Planning and Zoning Board for rezoning and approved by the City Council.

No mobile homes are allowed within the city limits of Northport unless they are located within a mobile home park.

Portable flashing signs are not allowed within the city limits.

Home occupations are not allowed in Residential Districts (RS-1, RS-2, RS-3, RS-4, RG-1, RG-2, RG-3) unless otherwise approved by the Zoning Board of Adjustment.

Any owner wishing to construct and erect a fence must first obtain a fence permit through the Planning and Community Development Department.

Minimum Lot Area and Width			Minimum Yard Requirements		
	AREA	WIDTH		FRONT	BACK
RS-1	12,000ft	85ft	RS-1	35ft	35ft
RS-2	9,000ft	75ft	RS-2	30ft	35ft
RS-3	7,500ft	65ft	RS-3	25ft	25ft
RS-4	6,000ft	60ft	RS-4	20ft	20ft

Minimum rear yard requirements for permitted accessory structures is five (5) feet.

No building shall exceed thirty (30) feet in height. Accessory structures shall not exceed fifteen (15) feet in height.

If you have any questions regarding these instructions, please do not hesitate to call the Planning Office at 333-3027.