

CITY OF SEMMES

P. O. Box 1757 • 7875 Moffett Road #F • Semmes, AL 36575

Phone: 251/649-8811 • FAX: 251/649-7711

www.cityofsemmes.org

Mayor Judith Hale

COMPLETING THE PETITION FOR ANNEXATION

1. Please use only one petition for each parcel to be included in the annexation.
 2. Obtain the signatures for all property owners associated with the parcel and have someone witness those signatures.
 3. Include the physical address of the property as requested.
 4. Please provide the county tax parcel number. If you do not have this readily available, please contact someone with the city office. We will be happy to assist you.
 5. List a primary telephone number and alternate number where you can be reached should there be questions about your petition.
 6. Include the physical and mailing address of the person completing the petition and the mailing address.
 7. Move on to completing the Census Information form.
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COMPLETING CENSUS INFORMATION FORM

1. List the physical address for the census. Do not use post office box or other mailing address.)
 2. Provide the names, ages, race of those who live in the household(s) on the identified parcel. If there are children in the household, please provide their grade level.
 3. Complete the informational questions at the bottom of the form.
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When both forms have been completed, please deliver them to the City Hall

7875 Moffett Road, Unit #F

Or, you can mail the completed forms to the City at the address below.

PO Box 1757 Semmes, Alabama 36575

Please note that in order for a property to be approved for annexation, the property must be contiguous with a current city boundary. The City of Semmes will accept all annexation petitions as they are completed, regardless of location. As your property becomes contiguous and eligible for annexation, you will be notified by the City. The City Council will then vote to include your property in our next phase of annexation. Should you have any questions about this process, please contact the city office.

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