



PETITION FOR ANNEXATION PROCEDURES

1. Anyone requesting it, should be given a Petition for Annexation form and a Notice to Landowners form.
2. When Petition is returned, it is to be placed in the pending file for a minimum of 14 days. The applicant is to pay an Annexation fee at this time.
3. At the next regularly scheduled meeting of the Board of Aldermen, a Resolution form should be prepared and placed on the Agenda. The Board of Aldermen will then decide on a Public Hearing date. This date is usually the next regular Board of Aldermen meeting.
4. A Notice of Public Hearing will be placed in the local newspaper no less than 7 days prior to the Public Hearing.
5. At the Public Hearing the Aldermen will listen to any pros and/or cons concerning the possible annexation. During the Board of Aldermen meeting immediately following the Public Hearing, the Board will make a motion to prepare an Ordinance annexing in the property. This ordinance will be presented at the next Board of Aldermen meeting that is at least 14 days after the Public Hearing.
6. At the next Board of Aldermen meeting the ordinance will be discussed and if four affirmative votes are counted, the ordinance shall have passed.
7. Three certified copies of the ordinance are to be filed with the County Clerk of Greene County.
8. If the property has a sales tax base in place, notify Department of Revenue in Jefferson City.