

PROCEDURE FOR VOLUNTARY ANNEXATION

1. Determine the area to be annexed.
2. Write legal description of the area.
3. Obtain Petition for Annexation (provided by NLR Planning Department after legal description is given to the department).
4. Circulate petition until a majority of property owners (51% at least) have signed. These property owners must own at least 51% of the property to be annexed.
5. When petition circulation is complete the NLR Planning Department will file the petition at the Pulaski County Clerks Office.
6. Following filing there is a 30-day waiting period.
7. After the 30-day period there is a hearing before the County Judge. If all the legal requirements have been met the Judge releases the Annexation.
8. The annexation obtains a sponsor to bring the annexation before the NLR City Council (the sponsor must be one of the Alderman or the Mayor).
9. Once sponsored the annexation goes before the NLR City Council to be accepted or rejected.

