



## City of Vestavia Hills Annexation Process

Annexation is a multi-step process involving review by City of Vestavia Hills staff, the Annexation Committee, the Planning and Zoning Commission and the City Council. The timeline, requirements and costs associated with annexation vary depending on the property, location and applicable service requirements. **Note that final annexation decisions are made solely by the City Council following public hearings and review of all relevant information.**

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### Before You Apply

A property may only be considered for annexation if it meets **all** of the following requirements:

1. **Contiguity Requirement:** The property proposed for annexation must be contiguous to the City of Vestavia Hills, meaning it must share a common boundary with the City's existing corporate limits. Properties that do not physically touch the City limits are not eligible for annexation.
  2. **Location Requirement:** The property proposed for annexation must be located in the unincorporated area of Jefferson County or Shelby County. Properties that are already located within the corporate limits of another municipality are not eligible for annexation into the City of Vestavia Hills.
  3. **Liberty Park Area Eligibility:** Properties located outside the Liberty Park area are generally not eligible for annexation. A corridor of unincorporated property surrounding Liberty Park separates these properties from the City of Vestavia Hills, preventing them from meeting the contiguity requirement for annexation.
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### Annexation Process

#### Step 1: Contact City Staff

Prior to utilizing the City's online application portal, the property address must be added to the database. Contact City staff at [zoning@vhal.org](mailto:zoning@vhal.org) or 205.978.0131 to request the creation of an address record.

#### Step 2: Complete the Required Documents

1. Submit an Annexation application through the City's online portal at <https://vestaviahillsal.portal.opengov.com>.
2. Before applying, applicants must:
  - a. Obtain signatures from all property owners on the Owner's Affidavit.
  - b. Have one property owner execute a notarized statement identifying all owners of the property.
  - c. Gather all supporting documentation, including:
    - i. Legal description of the property;
    - ii. Property survey(s); and
    - iii. Any additional documents the applicant wishes to provide in support of the request.
3. Pay the non-refundable \$100 application fee at the time of submission.

### **Step 3: Application Review & Annexation Committee Consideration**

1. After submission, the annexation petition will remain on file until it is scheduled for review by the Annexation Committee.
2. During this review period:
  - a. City staff may conduct a site visit of the property and surrounding area.
  - b. Staff will evaluate matters related to the proposed annexation, including streets, drainage, utilities and other municipal service considerations.
3. Once an Annexation Committee meeting is scheduled, the applicant will be notified of the date, time and location.
4. Applicants are welcome to attend the meeting to hear staff reports and committee discussion regarding the property. Annexation Committee meetings are open to the public. Applicants may be permitted to speak at the discretion of the Committee Chair.

### **Step 4: City Council Consideration**

1. If the Annexation Committee recommends moving forward, the annexation request will be scheduled for consideration by the City Council.
2. Prior to the City Council meeting, the applicant must complete the following requirements:
  - a. Rocky Ridge Fire District buyout (if applicable):
    - i. State law requires the payment of a six-year fire district buyout to the Rocky Ridge Fire District.
    - ii. Proof of payment must be submitted before the City Council meeting.
  - b. Contribution:
    - i. The contribution amount varies. It is figured based on:
      1. An amount equal to one-half of one percent (0.5%) of the value of the property and improvements, or \$1,000, whichever is greater; and
      2. An amount based on ad valorem taxes that would otherwise be collected by the City until the property is placed on the Vestavia Hills tax rolls.

### **Step 5: Initial Annexation Approval**

1. If the City Council approves the annexation request, two actions are typically considered:
  - a. 90-Day Annexation Resolution: This action initiates the statutory 90-day annexation process.
  - b. Overnight Annexation Ordinance: If approved, the property is temporarily annexed into the City while the remaining annexation requirements are completed.
2. Following City Council action, the applicant must immediately submit a rezoning application through the City's online portal at <https://vestaviahillsal.portal.opengov.com>. Note that the property must be rezoned to the closest and most compatible zoning classification.
3. A separate non-refundable \$100 rezoning application fee is required.

### **Step 6: Rezoning Process**

1. The rezoning process occurs concurrently with the 90-day annexation process.
2. As part of the rezoning process:
  - a. Notices are mailed to property owners located within 500 feet of the subject property.
  - b. The applicant is responsible for all postage and notification costs.
  - c. The request is reviewed by the Planning and Zoning Commission.

3. Planning and Zoning Commission meetings are generally procedural in nature. Applicant attendance is typically not required.
4. Following its review, the Planning and Zoning Commission forwards a recommendation to the City Council.

### Step 7: Final City Council Public Hearing

1. The rezoning request and final annexation ordinance are then scheduled for a public hearing before the City Council.
2. Additional notices will be mailed to nearby property owners. Additional postage fees will apply.
3. Applicants are encouraged to attend the public hearing in case questions or concerns are raised regarding the request.
4. If approved by the City Council:
  - a. The final 90-day annexation ordinance is adopted; and
  - b. The rezoning ordinance is adopted.
5. Once all required fees, contributions and postage costs have been paid, the annexation and rezoning process is complete.

### Additional Information

For additional information, contact the Office of the City Clerk at [zoning@vhal.org](mailto:zoning@vhal.org) or 205.978.0131.

Action	Applicant Responsibility	Fee/Cost
<b>Confirm Eligibility</b> Staff confirms the property may be eligible for annexation	Verify the property is contiguous to Vestavia Hills and located in unincorporated Jefferson or Shelby County	N/A
<b>Apply</b> Submit annexation application via the online portal	Submit Owner's Affidavit, notarized owner statement, legal description and survey(s); pay application fee	\$100 application fee
<b>Staff &amp; Annexation Committee Review</b> Request is reviewed/discussed by City staff and Annexation Committee members	Attend Annexation Committee meeting	N/A
<b>City Council Initial Review</b> Council reviews request and considers whether to move the annexation forward	Pay Rocky Ridge Fire District buyout (if applicable) and contribution	Varies
<b>Initial Approval</b> City Council may issue initial approval, approve an overnight annexation ordinance and begin the 90-day annexation process	Submit rezoning application via the online portal and pay application fee	\$100 application fee
<b>Rezoning Review</b> Planning & Zoning Commission reviews the rezoning request and makes a recommendation; notices are mailed to property owners	Meeting attendance is usually not required; pay postage/notification fees	Varies
<b>City Council Final Hearing</b> City Council holds a public hearing for final annexation and rezoning approval	Attend Council meeting; pay any remaining postage or required fees	Varies
<b>Annexation Complete</b> Final ordinances are adopted and the property becomes part of Vestavia Hills	No further action required unless otherwise notified	N/A