



CITY OF WEST FORK, AR

INSTRUCTIONS FOR

VOLUNTARY ANNEXATION

NOTE: The Petitioner is urged to secure an Agent (at his/her expense) to represent him/her. It is the Petitioner's responsibility to obtain any legal counsel necessary in order to correctly complete the required steps below.

1. Petition for annexation must be in writing.
 - a. Must have an accurate legal description.
 - b. Must be contiguous to the City.
 - c. Must have attached an accurate map and the property's relationship to the present City.
2. When the petition is presented to the County, the Clerk shall file the petition and the Court shall set a date for a hearing on the petition.
3. Petitioner or Agent shall cause Notice of Hearing on said petition in a newspaper of general circulation in the City of County once a week for three (3) consecutive weeks.
4. All hearings on petitions shall be public and may be adjourned from time to time.

At the time of the hearing:

- a. Any person may appear to contest granting of the petition.
- b. Affidavits in support or against said petition shall be examined by the Court.
- c. The Court may permit Petitioner to change or amend petition. (Except the petition may not be amended to add new territory.)

Once the County Court grants the petition, the County shall issue its order and deliver all papers to the County Clerk, who shall record the same.

5. After thirty (30) days have passed and no lawsuits have been filed against the annexation in Circuit Court, the annexation shall be confirmed.
(At any time within one (1) month after the County Court enters its order, any interested person may institute a proceeding to have the annexation prevented in the Circuit Court.)
6. Annexation is confirmed PROVIDED the City Council shall by Ordinance accept the territory. The Attorney shall deliver one (1) copy of the Ordinance to the Circuit Clerk and the County Clerk.
7. The County Clerk shall certify and forward one (1) copy of the:
 - a. Petition
 - b. Map or Plat
 - c. Order
 - d. Ordinanceto the Secretary of State and the County Clerk shall forward a certified copy of the Order of the County Court to the City Council.
8. The Secretary of State shall file and preserve the same and shall forward one (1) copy of:
 - a. Plat of annexed territory
 - b. Order of the County Courtto the Director of the Tax Division of the Arkansas Public Service Commission.
9. The Director of the Tax Division shall preserve same and shall notify all utility companies of having property in said municipality.

Source: Arkansas Statute 14-40-601