



Annexation Explanation

1. What are the different annexation methods?

- 60% Method
- 100% Method

ANNEXATION PURSUANT TO THE 60% METHOD

2. What does the 60% method require?

- Signed Application by the following:
 - ◆ 60% of registered voters and
 - ◆ Ownership of 60% of the land area and
 - ◆ Letter of Consent from Douglas County
 - ◆ City Council review process
 - State and County ordinance compliance review
 - Zoning Ordinance compliance review
 - Community Development staff report
- Advertising for public hearing
- Concept plans made public
- Zoning Board Public hearings
- City Council Public hearings to adopt
 - Annexation ordinance
 - Zoning Ordinance
 - Map Amendments

3. Who is responsible for verifying that an application is valid?

- The City Clerk's Office validates that 60% of registered voters in the application area signed the petition
 - The City's Community Development Department validates the application is complete
 - Owners of 60% of the land acreage in the application area signed the petition
 - The application area has to be contiguous to the City
4. What is the date that annexation takes place?
- Annexation takes place the first day of the month following approval by City Council.
5. What is the role of Douglas County in annexation?
- Douglas County must be notified with 5 days of the receipt of a complete request to annex, within 30 days the County must submit any land use objection if it objects to the annexation of the proposed areas. When using the 60% method, Douglas County will routinely check or verify the land mass, contiguous land and voter numbers.

ANNEXATION PURSUANT TO THE 100% METHOD

The timeline and deadlines as well as the reporting requirements of the 60% methods remain the same for the 100% method. The chief difference here is that all of the property owners are requesting the annexation and have agreed to the terms by signing a petition.

O.C.G.A. § 36-36-20 Defines the term "contiguous"

O.C.G.A. § 36-36-21 Grants authority to municipalities to annex property when 100% of the land owners sign a written application and requires that an identification of the property be filed with the county and the Department of Community Affairs.

O.C.G.A. § 36-36-22 Allows municipalities to annex across adjoining county lines and allows counties to object to annexation by a city for the first time into a county where the city is not already present and allows for the annexing municipality to challenge the objection in court.

ANNEXATION APPLICATION CHECKLIST

Application:	Check <input checked="" type="checkbox"/>
An annexation petition showing the proposed zoning classification for the subject property, the names and addresses of all the owners of the subject property and their agents for purposes of the annexation, if any	
The names and addresses of the owners of the subject property and their agents if any	
Notarized consent of the owner if applicant is not owner	
Additional Documents:	
A legal description of the subject property showing the metes and bounds thereof or making reference to a plat recorded in the office of the Clerk of the Douglas County Superior Court	
A copy of a recorded deed showing the applicant is the owner of the property as required by the 100% method	
Four original surveys of recordable size, not larger than 17' by 24', showing the dimensions and location of the subject property and prepared by an engineer of land surveyor whose state registration was current and valid at the time of said survey and whose seal is affixed to the survey	
A current title certificate or opinion of title letter from a licensed Georgia attorney dated not earlier than 91 days prior to submission of the application, setting forth the names of all legal owners of the property	
A letter from the Douglas County Zoning Administrator dated not earlier than 90 days prior to submission of the application, stating what zoning classification and special use restrictions that property currently bears under the county zoning map and regulations	
Documentary proof that all city, county, and state ad valorem taxes. And all special assessments due upon the property have been paid in full	



Request for Annexation

Community Development Department will review the application within five (5) days of submission, then submit the case to Douglas County for thirty (30) days decision.

Date: _____, 20____ Case No. _____

The undersigned respectfully requests zoning consideration for the property at:

Legal Description:

Land Lot: _____ District: _____ Section: _____ Parcel: _____

Current Designation: _____ Proposed Designation: _____

Property is located in: City Unincorporated County

Proposed use of the property: _____

What extraordinary condition or hardship exists on the property that causes a variance to be needed: _____

Current Use(s): _____

Existing Structure(s): _____

Property Size (acres or square feet): _____

Designation Adjacent to Property: Front: _____ Rear: _____

Side: _____ (Circle: N, S, E, W) Side: _____ (Circle: N, S, E, W)

Future Land Use Designation: City Unincorporated County

Utilities currently available to site: Sewer Gas Water Septic Fire Hydrants
 Electric & Telephone Poles

Is this project in the Historic District? Yes No

The above described property is owned by the following:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Fax _____ Fax _____

Applicant (s) (if separate from owner):

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Fax _____ Fax _____

I _____, hereby attest the above information is true and correct.

Owner's Signature

Sworn and subscribed before me
this _____ Day of _____, 20__.

Notary Public

Staff Use Only	
Fees (basic) _____	Submittal Date _____
Other _____	Hearing Date _____
Total _____	Staff _____
Receipt # _____	
Check # _____	

STATE OF GEORGIA COUNTY OF DOUGLAS

**PETITION TO ANNEX CONTIGUOUS AREAS TO THE CITY OF
DOUGLASVILLE, GEORGIA**

The undersigned is the owner (s) of the lands hereinafter described and hereby files an application for said lands to be annexed into the corporate limits of the City of Douglasville, Georgia.

1.

The undersigned requests to have zoned and annexed the land that is described on Exhibit "A" attached hereto and made a part hereof. The undersigned requests that said property be zoned _____ by the City of Douglasville effective upon annexation, or that some other appropriate zoning be assigned subject to the right of the undersigned to withdraw this petition prior to annexation of the property.

2.

The above-referenced land is contiguous to the existing corporate limits of the City of Douglasville, Georgia, and annexation of said land will not create an impermissible island of unincorporated property.

3.

The undersigned is (are) the only owner(s) of said lands.

4.

This Petition for Annexation is brought under the terms and provisions of O.C.G.A. Section 36-36-21.

WHEREFORE, Petitioner prays,

- (a) That the zoning issues of the Petition be considered by the City of Douglasville Zoning Board;
- (b) That this Petition be considered by the Mayor and Council of the City of Douglasville, Georgia;
- (c) That the lands herein described be taken into the corporate limits of the City of Douglasville, Georgia, and annexed as soon as possible;
- (d) That the land herein described be taken into the corporate limits, and taxed as if located within the City limits on December 31 of the year in which the annexation is approved by the Mayor and Council; and
- (e) That the City of Douglasville, Georgia, do everything needful and necessary to effect said annexation.

Name Print: _____

Name Signature: _____

Title: _____

(affix corporate seal if applicable)

Sworn and subscribed before me
this _____ Day of _____ 2018.

Notary Public

Name: Print: _____

Name Signature: _____

Title: _____

(affix corporate seal if applicable)

Sworn and subscribed before me
this _____ Day of _____ 2018.

Notary Public

Name Print: _____

Name Signature: _____

Title: _____

(affix corporate seal if applicable)

Sworn and subscribed before me
this _____ Day of _____ 20____.

Notary Public