



CITY OF SOUTH FULTON
ANNEXATION APPLICATION
 5440 Fulton Industrial Blvd. Atlanta, GA 30336
 470-809-7700
www.cityofsouthfultonga.gov

Office Use Only	
Date Filed _____/_____/_____	
Date Accepted ___/___/___	
Notification Sent ___/___/_____	

Overview: Per State Law, once the application has been submitted to the City, nothing can be altered. The annexation property area and the requested zoning category may not be changed during the review process. In addition, if the annexation is approved, the development intensity may not be increased for one year after the approval date.

Instructions: All below items are required for application completion. If the answer to any question is “Yes,” the related item or response should be supplied. If the answer to any question is “No,” a written explanation for the negative response must be provided. Once staff has deemed the application is complete and complies with the State Annexation Law, the annexation request and rezoning shall be heard together in two public hearings. The first required public hearing is with the Planning Commission, where they will make a recommendation to the City Council. The second public hearing is before the City Council, who will vote to approve/deny the request.

SUBMITTAL REQUIREMENTS:

		YES	NO
1	A completed and signed application.	<input type="checkbox"/>	<input type="checkbox"/>
2	Application fee paid	<input type="checkbox"/>	<input type="checkbox"/>
3	Legal Description: A paper copy and an electronic version (.doc) of the full legal description of the subject tract(s) being considered for annexation	<input type="checkbox"/>	<input type="checkbox"/>
4	Boundary Survey: One electronic (.pdf) copy and five (5) paper copies of a survey prepared by a licensed and registered land surveyor that shall identify the extent of the property being considered for annexation. Must be scale no greater than 1" = 50' and include:	<input type="checkbox"/>	<input type="checkbox"/>
(a)	Parcel Tax ID number and owner name for each annexation parcel	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Existing lot lines, easements, rights-of-way, including the area in acres or square feet, and abutting land uses or zoning district categories	<input type="checkbox"/>	<input type="checkbox"/>
(c)	A clear delineation of the existing and proposed city limits boundary	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Seal of the surveyor who prepared the survey	<input type="checkbox"/>	<input type="checkbox"/>
(e)	All natural, geological, and/or cultural resources that are on or within 200 feet of the property	<input type="checkbox"/>	<input type="checkbox"/>
5	Property Deeds: One (1) copy of the property deed(s) for tract(s) of land.	<input type="checkbox"/>	<input type="checkbox"/>
6	Nearby Properties List: One (1) paper and one (1) electronic version (.doc) of a list of all parcels within 200' of the annexation property, including ownership and property addresses.	<input type="checkbox"/>	<input type="checkbox"/>



		YES	NO
7	Nearby Properties Map: One (1) paper and one (1) electronic version (.pdf) showing the proposed annexation property and all properties within 200' of annexation property.	<input type="checkbox"/>	<input type="checkbox"/>
8	Documentation of Annexation Methodology: State which annexation method is being used and provide supporting documentation that complies with the State Annexation Law requirements. This includes the signed and dated petitions and/or signed letters of approval of property owners, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
9	Utility Verification: One (1) copy of each letter from the utility service providers indicating that their services can support the development of the proposed zoning intensity.	<input type="checkbox"/>	<input type="checkbox"/>
10	Schematic Land Use Plan: One (1) paper copy and one (1) electronic version (.pdf) of the master plan showing land uses/zoning within the overall development, buffers, open space, setbacks, and density.	<input type="checkbox"/>	<input type="checkbox"/>
11	Written Narrative: A description of how the proposal relates to the comprehensive plan and the adopted goals and policies. (See attached Written Narrative Reference page.) It should also include the following information:	<input type="checkbox"/>	<input type="checkbox"/>
(a)	General description of the proposed development and how it relates to the City's Comprehensive Plan and annexation policy	<input type="checkbox"/>	<input type="checkbox"/>
(b)	How the development will minimize and mitigate impacts on the natural environment.	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Provide proposed density and the projected population/ employment figures at build-out.	<input type="checkbox"/>	<input type="checkbox"/>
(d)	How the development will tie into the City's existing street network.	<input type="checkbox"/>	<input type="checkbox"/>
(e)	An analysis of how the proposed annexation will affect the City's tax base, public education system, police and fire protection services, emergency medical services, transportation system, utilities, and recreational services.	<input type="checkbox"/>	<input type="checkbox"/>
12	Compliance Statement: A signed statement indicating that the applicant is familiar with the City's Zoning Ordinance and the applicant's plan for bringing the property into compliance with all the City's adopted ordinances.	<input type="checkbox"/>	<input type="checkbox"/>
13	Surveyor's Certificate: Form included in this Application Package	<input type="checkbox"/>	<input type="checkbox"/>
14	Campaign Disclosure: Signed disclosure statements from the Applicant.	<input type="checkbox"/>	<input type="checkbox"/>
15	Supporting Documentation: Please provide any further information you wish to be considered in the Annexation and rezoning application.	<input type="checkbox"/>	<input type="checkbox"/>

By signing the application, the Applicant is certifying that the information is current and correct to the best of their knowledge, and that they are authorized by the property owners to submit this annexation and rezoning application. I understand that all materials and fees submitted as a part of the application will become public property and will not be returned once the application is accepted.

Applicant Signature: _____

This ____ day of _____, 20__

(Affix seal here)

My Commission Expires:

Notary Public



ANNEXATION METHOD	100% Methodology 1. We, the undersigned, all owners of all real property of the territory described herein respectfully request that the City Council annex this territory into the City of South Fulton, Georgia, and extend the city boundaries to include the same. 2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. § 36-36-20) to the existing corporate limits of the City of South Fulton, Georgia, and the description of such territory is as follows:				
ANNEXATION PARCELS	Parcel ID#:	Address:	Print Name:	Signature:	Date:
<i>An additional list for parcels and signatures is attached.</i>					
APPLICANT OR PRIMARY POINT OF CONTACT	Name _____		ATTORNEY	Name _____	
	Address _____			Address _____	
Phone # _____		Phone # _____			
Email _____		Email _____			
UTILITIES		Existing	Proposed		
	Water				
	Sewer				
	Fire/ EMS				
	Police				
	Electricity				
PROPOSED DEVELOPMENT	Location Address: _____				
	Present Zoning: _____				
	Proposed Zoning: _____				
	Proposed Use of the Property (attach additional sheets if necessary): _____				



ANNEXATION METHOD	60% Methodology: 1. We, the undersigned, representing not less than 60 percent of the electors resident in the territory described herein and the owners of not less than 60 percent of the real property within the territory described herein, do respectfully request that the City Council annex the territory described below to the City of South Fulton, Georgia and extend the city boundaries to include the same. 2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. § 36-36-31) to the existing corporate limits of the City of South Fulton, Georgia, and the description of such territory is as follows:				
ANNEXATION PARCELS	Parcel ID#:	Address:	Print Name and Sign:	Role at address:	Date:
				Owner <input type="checkbox"/>	Voter <input type="checkbox"/>
				Owner <input type="checkbox"/>	Voter <input type="checkbox"/>
				Owner <input type="checkbox"/>	Voter <input type="checkbox"/>
				Owner <input type="checkbox"/>	Voter <input type="checkbox"/>
				Owner <input type="checkbox"/>	Voter <input type="checkbox"/>
				Owner <input type="checkbox"/>	Voter <input type="checkbox"/>
				Owner <input type="checkbox"/>	Voter <input type="checkbox"/>
<i>An additional list for parcels and signatures is attached.</i>					
APPLICANT OR PRIMARY POINT OF CONTACT	Name _____ Address _____ Phone # _____ Email _____		ATTORNEY	Name _____ Address _____ Phone # _____ Email _____	
UTILITIES		Existing	Proposed		
	Water				
	Sewer				
	Fire/ EMS				
	Police				
	Electricity				
PROPOSED DEVELOPMENT	Location Address: _____ Present Zoning: _____ Proposed Zoning: _____ Proposed Use of the Property (attach additional sheets if necessary): _____ _____ _____				



SURVEYOR'S CERTIFICATE

Contiguous areas are defined at the time the annexation procedures and are initiated as any area that meets the following conditions:

- (1) At least one-eighth of the aggregate external boundary or 50 feet of the area to be annexed, whichever is less, either abuts directly on the municipal boundary or would directly abut the municipal boundary if it were not otherwise separated, in whole or in part, from the municipal boundary by lands owned by the municipal corporation or some other political subdivision, by lands owned by this State or by the definite width of (A) any street or street right-of-way, (B) any creek or river, or (C) any right-of-way of a railroad or other public service corporation which divides the municipal boundary and any area proposed to be annexed;
- (2) The entire parcel or parcels of real property owned by the person seeking annexation is being annexed; provided, however, that lots shall not be subdivided in an effort to evade the requirements of this paragraph; and
- (3) The private property annexed, excluding any right of way of a railroad or other public service corporation, complies with the annexing municipality's minimum size requirements, if any, to construct a building or structure occupiable by persons or property under the policies or regulations of the municipal development, zoning, or subdivision ordinances.

I, _____, a registered Surveyor in the State of Georgia, hereby certify that the parcel requested to be annexed into the City of South Fulton lying in land lot(s) _____ of the _____ district, Fulton County, has a contiguous boundary of _____ feet with the existing City limits of the City of South Fulton, which is at least one-eighth aggregate of the total property to be annexed.

This the _____ day of _____, _____

Signature _____

Georgia Registration No. _____



DISCLOSURE OF CAMPAIGN CONTRIBUTIONS & GIFTS

The undersigned below, making application for rezoning action, has complied with the Official Code of Georgia Section 36-67A-1, et. seq. Conflict of Interest in Zoning Actions and has submitted or attached the required information on this form as provided.

Application to rezone real property described as follows:

Property Address/ Location:

Please check that which applies:

- I have not within the two years preceding the above application made campaign contributions aggregating \$250.00 or more to a government official(s) of the City of South Fulton who will consider the application.
- I have within the two years preceding the above application made campaign contributions aggregating \$250.00 or more to a government official(s) of the City of South Fulton who will consider the application. The contribution(s) are as follows:

Official's Name:	Position:	Contribution amount:	Date of Contribution:
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I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

Signature of Applicant

Type/Print Name and Title

Signature of Applicant's Representative

Type/Print Name and Title

Signature of Notary Public

(Affix Seal Here)