

**ANNEXATION PURSUANT TO THE 100% METHOD**

1. What does the 100% method require for filing?
  - a. Petition signed by 100% of fee owners, with the legal description of the property attached
  - b. Completed application form
  - c. A complete zoning application
  - d. A survey and an attorney's title opinion
  - e. All other documents on the checklist below.

Due to strict legal time limits on notifying Douglas County, incomplete applications may be rejected by the City, rather than giving the applicant time to correct or complete the application.

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

The City's Community Development Department validates the application is complete pursuant to advice from the City Attorney.

3. What property can be annexed?

The subject property must be contiguous to the City and located in Douglas County. It may be separated from the City limits only by the width of any public street or other publicly owned property. It must be contiguous to the existing City limits by at least 50 feet or by the entire length of one side of the subject property. The subject property cannot cause the new City limits to form a new island of land outside the City limits. The subject property must be an entire parcel.

4. What is the date that an annexation will become effective?

Annexation becomes effective on the first day of the month following approval by City Council, provided the City notifies the State before then.

5. What is the role of Douglas County in annexation?

Douglas County must be notified within 5 days of the submission of a petition and application to annex. Within 30 days the County must submit any land use objection if it objects to the annexation of the proposed areas. If there is an objection, the annexation cannot be completed until it is resolved.

**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 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	
Original survey of recordable size, not larger than 17" by 24", showing the dimensions and location of the subject property and prepared by an engineer or 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: \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_

Receipt # \_\_\_\_\_

Staff \_\_\_\_\_

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