

# Annexation Request



## CITY OF GAINESVILLE APPLICATION FOR ANNEXATION

For Application Requirements, Refer to Chapter 9-22-3  
of the Unified Land Development Code

Date Application Made \_\_\_\_\_

Planning and Appeals Board Meeting Date \_\_\_\_\_ Council Meeting Date \_\_\_\_\_

### Applicant Information

Name	
Address	
City/State/Zip	
Phone	
Cell	
Email	

### Property Owner Information

Name	
Address	
City/State/Zip	
Phone	
Cell	
Email	

### Applicant Status

<input type="checkbox"/>	Property Owner
<input type="checkbox"/>	Option to Purchase
<input type="checkbox"/>	Area Resident
<input type="checkbox"/>	Other (Explain)

### Connect to City Sewer

Does the applicant wish to connect to city sewer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant plan to request the city to share in the cost of the sewer line extension as a condition of annexation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes to cost sharing, provide a Letter of Cost Estimate from Public Utilities		

### Zoning Status

Existing zoning classification(s)	
Annex and Establish zoning as	

### Supporting Documents Required

<input type="checkbox"/>	<b>Plat</b> One full scale, One reduced to 8.5 x 11 & a PDF, TIFF or JPEG format
<input type="checkbox"/>	<b>Legal Description of Property</b> Word DOC or DOCX format
<input type="checkbox"/>	<b>Concept Plan</b> Prepared by a Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect. One full scale, One reduced to 8.5 x 11 & a PDF, TIFF or JPEG format
<input type="checkbox"/>	<b>Narrative Report</b> As required by code - PDF format
<input type="checkbox"/>	<b>Architectural Rendering</b> One full scale, One reduced to 8.5 x 11 & a PDF, TIFF or JPEG format
<input type="checkbox"/>	<b>Traffic Impact Study</b> As required by code - PDF format
<input type="checkbox"/>	<b>DRI Review</b> Large scale projects only - PDF format
<input type="checkbox"/>	<b>Other</b> Explain _____

### Fee Information

Annex and Establish Zoning	\$ 500.00
Fee if Special Use Required	\$ 400.00
<b>Amount Due (Include all fees required)</b>	<b>\$</b>

### Method of Payment

<input type="checkbox"/>	Paid by Check	Check No.	
<input type="checkbox"/>	Paid Cash	Receipt No.	

### Parcel Information

Tax Parcel Number(s)		Ward No.	
Location (Address)		Acres	
Existing Structure(s)			
Description of Proposed Use			

**Applicant's Certification:** *I hereby certify the above information, and all attached information, is true and correct; and that I have read, understand, and have received a copy of the **Public Notice Requirements**.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Application Taken By \_\_\_\_\_ Date \_\_\_\_\_

Application **WITHDRAWAL** Notification: *I hereby withdraw the above application.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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## PROPERTY OWNER AUTHORIZATION

*As the owner of the subject property, I hereby authorize the person named below to act on my behalf as Applicant in the pursuit of Annexation and Establishment of Zoning for this property.*

Applicant's Name, if not Owner	
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## OWNER INFORMATION CERTIFICATION

*I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Hall County, Georgia:*

Name of Owner	
Owner's Address	
City / State / Zip Code	
Owner's Phone Number	
Owner's Cell Phone Number	

## NOTARY PUBLIC CERTIFICATION

Personally appeared before me the following:

\_\_\_\_\_  
Signature of Property Owner

who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

In the event there is more than one property owner, a separate **Property Owner Authorization** page must be completed by each property owner.

# Annexation Request

## CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM

NOTE: This form is required for all annexation and/or zoning actions

- (a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
  - (2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- (c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
  - (2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government or any of its agencies on the rezoning application.

### APPLICANT'S CERTIFICATION

I hereby certify that I have read the above campaign disclosure information and declare that (select have or have not)

\_\_\_\_\_ I **have** within the two years immediately preceding this date made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

\_\_\_\_\_ I **have not** within the two years immediately preceding this date made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

**\*NOTE:** If you are an applicant and you have made any such contribution(s), you must provide the information required in subsection (a) above within ten (10) days after the rezoning action is first filed. If you are an opponent and you have made a contribution, you must provide the information required in subsection (c) above at least five (5) calendar days prior to the **public** hearing by the City Council or any of its agencies on the rezoning application.

(1) \_\_\_\_\_  
(Name and official position of the City Council Member of the City of Gainesville, Georgia to whom campaign contribution was made)

(2) Amount: \$ \_\_\_\_\_ Date of Contribution: \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

PUBLIC NOTICE REQUIREMENTS

**City of Gainesville zoning regulations require public notice to be given on all zoning applications as follows:**

1. A **legal advertisement** shall be published no less than fifteen (15) days and no more than forty-five (45) days prior to the public hearing. (This requirement is covered by Planning Division staff.)
2. A **public notice sign** shall be placed in a conspicuous location on the property which is subject to the zoning application. The original public notice sign will be posted by Planning Division staff.
3. It is City policy to **notify, by letter**, the surrounding property owners within three hundred feet (300') of the applicant's property that an application has been filed and when it will be considered. (This requirement is covered by Planning Division staff.)

**As the applicant**, you are responsible for ensuring the public notice sign remains on the site during the entire zoning process. The Planning Division staff will prepare and place a sign (or signs) for you. If any problem arises with regard to the sign, notify the City of Gainesville Community Development Department immediately by calling 770-531-6570 so the sign can be replaced. Failure to report problems with the sign during the entire period of the hearings will also result in a delay.

The purpose of the public notice sign is to inform the surrounding property owners that an application has been filed. Placement of the sign in a manner that is not clearly visible violates the requirements. Failure to place the sign in a conspicuous location will result in your request being tabled until the sign is posted as required. Failure to ensure the sign remains posted on the site during the entire zoning process means there will be a delay in the hearing date set for your request. Legally, the City cannot consider a request until proper notice has been given. If it is determined at any time during the zoning process that the sign is not properly placed on the site, the Gainesville Planning and Appeals Board has no choice but to table the request, even if there is no opposition to the application. Many of the board members, as well as the planning staff, visit the sites and will be looking for the sign. Additionally, local citizens, particularly those who receive notice letters, often report when a sign is not visible. The City will not consider your request until it is satisfied that proper public notice has been given.

Multiple sign postings on a site may be required if it is so determined by Planning Division staff to be necessary. Signs should be placed as near to the road as possible so they are clearly visible. The sign(s) cannot be obstructed by vegetation, etc.; may not be placed at an inappropriate distance from the road; or placed on something in such a manner so as to blend into the scenery.

**When the zoning process is complete and final action has been taken by the Gainesville City Council, it is the responsibility of the applicant to remove the sign (or signs).**

**Applicant's Certification:** *I hereby certify the above information, and all attached information, is true and correct; and that I have read, understand, and have received a copy of the **Public Notice Requirements**.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_