



## Application for Annexation/Deannexation & Rezoning

**Type Requested:**     Annexation     Deannexation     Rezoning

Date Application Submitted: \_\_\_\_\_

First Reading: \_\_\_\_\_

Planning Commission Review: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

City Commission Meeting Date: \_\_\_\_\_

**Applicant Information:**

Name:	
Address:	
City/State/Zip:	
Phone:	
Fax:	
Email:	

**Property Owner Information:**

Name:	
Address:	
City/State/Zip:	
Phone:	
Fax:	
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 or disconnect to city sewer?	<b>YES</b>	<b>NO</b>	
Does the applicant plan to request the city to share the cost of the sewer line extension as a condition of annexation?	<b>YES</b>	<b>NO</b>	
<b>If yes to cost sharing, provide a Letter of Cost Estimate from Public Utilities.</b>			

**Parcel Information:**

Tax Parcel Number:	
Acreage:	
Location (Address):	
Existing Structure(s):	
Proposed Use:	

**Zoning Status:**

Existing zoning classification(s):	
Annex and Establish zoning as:	

**Resident(s) Information:**

1. If residential property at the time of this application, list the number of registered voters:	
2. If residential property at the time of this application, list the number of adults of voting age if different from number shown in Number 1.	
3. If residential property at the time of this application, list the number of adults in the household.	
4. If residential property at the time of this application, list the number of children in the household.	
5. If residential property at the time of this application, list the number of housing units.	
6. If residential property at the time of this application, list the number of Caucasian residents.	
7. If residential property at the time of this application, list the number of Latino residents.	
8. If residential property at the time of this application, list the number of African-American residents.	
9. If residential property at the time of this application, list the number of Other residents.	
10. If residential property at the time of this application, list the number of residents whose primary language is other than English.	

**Supporting Documents Required:**

<input type="checkbox"/>	<b>Plat</b> – (1) copy full scale and (1) copy reduced to 8.5” x 11” size
<input type="checkbox"/>	<b>Deed</b> – As recorded by the Coffee County Courthouse
<input type="checkbox"/>	<b>Legal Description of Property</b> – Metes and bounds, and iron pins of property
<input type="checkbox"/>	<b>Concept Plan</b> – Prepared by a Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect (1) copy full scale (folded to 8.5” x 11” size) & (1) copy 8.5” x 11” size <b>(NOT APPLICABLE FOR REZONING)</b>
<input type="checkbox"/>	<b>Narrative Report</b> – As required by code
<input type="checkbox"/>	<b>Architectural Rendering</b> – (1) copy full scale (folded to 8.5” x 11” size) & (1) copy 8.5” x 11” size <b>(NOT APPLICABLE FOR REZONING)</b>
<input type="checkbox"/>	<b>Traffic Impact Study</b> – As required by code <b>(NOT APPLICABLE FOR REZONING)</b>
<input type="checkbox"/>	<b>DRI Review</b> – Large scale projects only <b>(NOT APPLICABLE FOR REZONING)</b>

**Other Documents Required:** \_\_\_\_\_

**Fee Information:**

Annex and Establish Zoning:	\$
Fee if Special Use Required:	\$
Rezoning Application Fee: <b>(\$350.00)</b>	\$
Amount Due: <b>(INCLUDING ALL FEES REQUIRED)</b>	\$

**Method of Payment:**

<input type="checkbox"/>	<b>Check</b>	<b>Check Number:</b>	_____
<input type="checkbox"/>	<b>Cash</b>	<b>Receipt Number:</b>	_____
<input type="checkbox"/>	<b>Card</b>	<b>Receipt Number:</b>	_____

**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 Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Community Development Director**

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

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

**Date:** \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION:**

**Instructions:** Each property owner must complete and sign a **Property Owner Authorization** page and provide the information requested under the **Owner Information Certification** section. In the event there is more than one property owner, a separate **Property Owner Authorization** page must be completed by each property owner.

**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 Coffee County, Georgia:*

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

*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 an Annexation and Establishment of Zoning action for this property.*

**NOTARY PUBLIC CERTIFICATION:**

**Instructions:** All **Property Owner Authorizations** sheets must be completed, signed, and duly notarized.

**NOTARY PUBLIC CERTIFICATION**

Personally appeared before me the following

\_\_\_\_\_  
**Signature of 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

**APPLICATION INFORMATION CERTIFICATION:**

Instructions: If the Owner and the Applicant are the same, the **Applicant Information Certification** section of this document is not required. If the Owner and the Applicant are not the same, each applicant must complete and sign the **Applicant Information Certification** section of a separate **Property Owner Authorization** page. The signature of each applicant must be notarized.

Name of Applicant:	
Applicant's Address:	
City/State/Zip Code:	
Applicant's Phone Number:	
Applicant's Cell Phone Number:	
Print Applicant's Name:	

Please describe briefly your reason for requesting annexation/deannexation of your property:

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**NOTARY PUBLIC CERTIFICATION:**

Instructions: All **Property Owner Authorizations** sheets must be completed, signed, and duly notarized.

**NOTARY PUBLIC CERTIFICATION**

Personally appeared before me the following

\_\_\_\_\_

**Signature of Applicant**

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

**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 had 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)

<input type="checkbox"/>	I <b>have</b> within the two years immediately preceding this date ( <b>See * below</b> )
<input type="checkbox"/>	I <b>have not</b> 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 first hearing by the City Council or any of its agencies on the rezoning application.**

(1) \_\_\_\_\_  
(Name and official position of the City Council Member and/or Planning Commission of the City of Douglas, Georgia to whom campaign contribution was made)

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

## PUBLIC NOTICE REQUIREMENTS

**City of Douglas regulations require public notice be given on all zoning and annexation 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 the Planning Department 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 Department staff.
3. The applicant is required to mail a copy of this application attachments and adjoining property letter furnished by the City of Douglas (will mail to applicant) to all present adjoining land owners who bound the property to be annexed on all sides, whether or not separated by any public or private street, road, or natural boundary and any lessee of the property. The application and attachments shall be mailed by certified mail, return receipt requested and proof of receipt must be filed with the City of Douglas prior to any public hearing called to consider this application. The written consent of any adjoining landowner application. The written consent of any adjoining

**As the applicant**, you are responsible for ensuring the public notice sign remains on the site during the entire zoning process. The Planning Department staff will prepare and place a sign (or signs) for you. If any problem arises with regard to the sign, notify the City of Douglas Department of Community Development immediately by calling 912-383-0277 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 Planning Commission 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 the Community Development 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.

**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:** \_\_\_\_\_