



**FORT OGLETHORPE PLANNING COMMISSION
APPLICATION FOR ANNEXATION**

CASE NUMBER: _____

THE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

Date Received: ___/___/___

Application Fee: _____

Planning Commission Hearing Date: _____ Time: _____

Owner's Name

Mailing Address

City/State/Zip

Phone

Existing zoning classification(s)

Annex and Establish zoning as

Tax Parcel Number(s)

Location Address

Existing Structure(s)

Acreage

Description of Proposed Use

I swear under penalty of law that the within information is true, correct, and complete.

Owner's Signature

Date

Planning Commission

Decision/Date: _____

The application must be filed by the 5th of the month to be considered for the PLANNING COMMISSION of the following month.

The PLANNING COMMISSION decision in an annexation matter will be a recommendation to the City Council who will make the final decision. Withdrawals prior to a hearing must be made in writing by the applicant.

Existing buildings located on property being considered for annexation will be inspected by the city Building Department for compliance with all building codes and regulations. Building must have the appropriate street number visibly placed on the property.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
(Required by Title 36, chapter 67A. Official Code of GA Annotated)

Reference: Application filed on _____, to
Rezone real property described as follows:

Within the two (2) years preceding the above filing date, the applicant has made campaign contributions aggregating \$250.00 or more to any member of the City Council of the City of Fort Oglethorpe who will consider the application.

No, I have not made any contributions as described above.

Yes, I have made contributions as described above.

Name of Official: _____

Dollar Amount: _____

I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Signature of Applicant

Sworn to and subscribed before me this ____ day of _____, _____

Notary Public, Georgia State at Large

My Commission Expires: _____

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 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 for this property.

NOTARY PUBLIC CERTIFICATION

Instructions: All **Property Owner Authorization** sheets must be complete, 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

ANNEXATION CHECKLIST

- Application filed by the 5th of the month to be considered for the Planning Commission meeting the following month.
- Written legal description of property (e.g. copy of deed) full metes and bounds description and if available plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and to scale. Submit seven (7) copies if plat is 11" X 17" or smaller. Plat larger than 11" X 17", submit sixteen (16) copies.
- Disclosure of Campaign Contributions and Gifts form.
- If property owner and applicant are not the same, Authorization by Property form.
- Payment of filing fee to the city of Fort Oglethorpe.

SUPPORTING ANNEXATION INFORMATION-STANDARD QUESTIONS

1. Explain why the proposed annexation is needed and necessary at this time.

2. Note any services that are not available to the site. Discuss any improvements of services that would be paid for by the public.

3. What is the amount of traffic to be generated (# of trips/day, deliveries/week)? Show ingress/egress on the site plan.

4. How many parking spaces, if required, are to be provided (employees and customers)? Indicate these parking spaces on a site plan.

5. Is there a potential for excessive noise (children, machinery) or the production of smoke, fumes, lights, dust or glare with this proposed land use? If yes, how will you alleviate these problems for your neighbors?

6. What type of landscaping are you proposing to screen this use from your neighbors?

7. Describe the ways in which the proposed annexation is consistent with the comprehensive plan.

8. Describe the ways in which the proposed annexation addresses a demonstrated community need.

9. Explain the ways in which the proposed annexation is compatible with existing and proposed uses surrounding the subject land.
