THE ANNEXATION PROCESS

The owner of a tract of land which is outside the City, but adjacent to the City, may apply for the annexation of that tract into the City. In order to be considered for annexation, a complete annexation application package must be prepared and submitted. An Annexation Application Checklist has been prepared to show an applicant what documents and fees are needed for a complete application. Also available to aid an applicant are standard application forms and certification of ownership forms. The application process consists of the following steps:

1. The Applicant should schedule a pre-application meeting with the Development Coordinator in order to discuss the necessary documents, fees and schedules, as well as the issues that may be involved in the proposed annexation.
2. The Applicant shall submit a complete application package to the Administrative Assistant, who reviews the package to see whether or not it is complete. If it is not complete, it is immediately returned to the Applicant along with an explanation of why it is not complete and what needs to be done to correct the deficiencies.
3. Upon receipt, the Administrative Assistant shall log-in the submittal and transmit the package to the Development Coordinator for processing. The Development Coordinator shall carefully inspect the package to determine whether or not it is acceptable. If it is found to not be acceptable it is returned to the Applicant along with an explanation of why it is not acceptable and what needs to be done to make it acceptable. The determination on the acceptability of the package should be made within five (5) working days of the day it is received by the Administrative Assistant.
4. The Development Coordinator shall distribute the package to the appropriate staff members for review and comment. The staff shall have at least 10 working days to submit comments.
5. The Development Coordinator shall distribute the package to Fulton County for review and comment. The County has 30 calendar days to submit its comments.
6. Once the packages are distributed, the Development Coordinator shall schedule the application for review by the Planning Commission and the City Council, and then notify the Applicant of those dates.
7. Once the public hearings are scheduled, the Development Coordinator shall prepare the newspaper ads and property signs so as to assure a proper notice for each of the public hearings.
8. The Development Coordinator shall make sure the ads appear correctly and on time, and that the signs are prepared correctly and are posted on time in the proper location.
9. The Development Coordinator shall schedule a meeting of staff members to review comments on the proposed annexation, and consolidate those comments into a single report for distribution to the Planning Commission, the City Council and the Applicant.
10. The Planning Commission shall hold a public hearing on the application and make its recommendation to the City Council. A Planning Commission public hearing may be continued once at the request of the Applicant.
11. After the Planning Commission has made its recommendation and after the applicant has satisfied any concerns or objections by Fulton County, the City Council shall hold a public hearing on the application and make a decision on the request. The City Council may include conditions as a part of its decision. A City Council public hearing may be continued once at the request of the applicant.
12. Following approval by the City Council, the Development Coordinator shall notify Fulton County, the State of Georgia, and the U.S. Justice Department of the action. An annexation is not considered to be final until it is approved by the Justice Department.

ANNEXATION APPLICATION CHECKLIST

A complete annexation application package shall consist of ten (10) copies of the following documents:

1. A complete Annexation Application Form.
2. An annexation application fee ($500 per acre or portion thereof, Maximum $15,000).
3. A complete Rezoning Application Form.
4. A rezoning application fee ($500 per acre or portion thereof, Maximum $15,000).
5. A vicinity map drawn at a scale of 1:600 showing the property proposed for annexation (The Property) in relation to existing streets and other property within 1000 feet of The Property.
6. An accurate, up-to-date, certified survey of The Property.
7. An accurate legal description of The Property.
8. A notarized Certification of Ownership.
9. A notarized authorization by the owner for an Agent or Agents to act on the owner's behalf, if applicable.
10. A report which fully documents and describes the nature, scope and impact of the proposed annexation on the economy, the physical environment, the utilities, the roads, the schools, and the other public services and facilities of the neighborhood and the community as a whole.
11. A report fully describing the nature, scope and impact of the proposed annexation on the Comprehensive Plan, the Land Use Plan, the Thoroughfare Plan and the Capital Improvement Program of the community.
12. A report documenting the names and mailing addresses of all property owners within 200 feet of The Property.
13. A plan which shows the thoroughfares that are adjacent to and nearby The Property, the topography of The Property, the natural features of The Property, existing buildings and structures that are on or adjacent to The Property, the existing utilities that are on or adjacent to The Property, and the zoning and use of all property within 500 feet of The Property.
14. A conceptual site plan of how The Property is proposed to be developed if the annexation is approved.

Note: An 11"X17" reduced copy must accompany all plans submitted.

Annexation Application Form

The undersigned hereby certifies that this is a complete and accurate annexation package for consideration by the Planning Commission and the Mayor and City Council of the City of Fairburn, Georgia:

A. Identification of the property proposed for annexation (use a separate sheet if necessary):

B. _____

_____

_____

_____

_____

_____

C. Existing Zoning Classification: _____

D. Proposed Zoning Classification: _____

E. Area of the Property Proposed for Annexation: _____

F. Application Fee: _____

G. Name of Owner (Printed): _____

Signature of Owner: _____

Address: _____

_____

_____

Phone #: _____ Fax #: _____

Email Address: _____

Date of Submittal: _____

Notarized By: _____

Date: _____

(Seal)

The information below this line is to be provided by the City of Fairburn

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H. Checklist of Attachments: 1._____, 2._____, 3._____, 4._____ 5._____, 6._____, 7._____, 8._____, 9._____, 10._____, 11._____, 12._____, 13._____, 14._____

(Note if any of the above checklist items are found to be not acceptable (NA), this application will be returned for proper completion)

I. Accepted by the City of Fairburn: _____

Name Date

J. Date of Planning Commission Hearing: _____

Planning Commission Action: _____

K. Date of Mayor and Council Hearing: _____

Mayor and Council Action: _____

Certification of Ownership

I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows (use a separate sheet if necessary):

_____
_____
_____
_____
_____

Signature of Owner: _____
Printed Name of Owner: _____
Address: _____
_____
_____

Phone #: _____ Fax #: _____
Email Address: _____

Date of Signature: _____
Signature Notarized By: _____
Commission Expires on: _____ (Seal)

I further certify that I have designated the following party to act as my agent in the proposed annexation and/or rezoning of the above property, if applicable (use a separate sheet if necessary): _____
_____

Signature of Owner: _____

Date of Signature: _____
Signature Notarized By: _____
Commission Expires on: _____ (Seal)

Signature of Authorized Agent: _____
Printed Name of Authorized Agent: _____
Address: _____
_____
_____

Phone #: _____ Fax #: _____
Email Address: _____

Date of Signature: _____
Signature Notarized By: _____
Commission Expires on: _____ (Seal)