



CITY OF GRIFFIN

INSTRUCTIONS

100% METHOD OF ANNEXATION INTO MUNICIPAL LIMITS

The City of Griffin accepts applications for annexation by property owner(s), brought pursuant to O.C.G.A. Section 36-36-21, et seq. Before accepting and acting upon a petition, however, the Board of Commissioners must require submission of a written application, in proper form, with a tax map and survey of the area to be annexed attached, and a title certificate from an attorney. All costs of meeting these requirements shall be the responsibility of the applicant.

Enclosed is a form designed to provide City Staff with essential information for which to present to the City Commission, who will then act upon your annexation request. Five (5) originals of the completed application and exhibits should be submitted to Toussaint Kirk, Director of Planning & Development Services, P. O. Box T, 100 S. Hill Street 3rd Floor, Griffin, GA 30223. In addition, applicants must also obtain and complete a (re) zoning application. The fee for processing the annexation request is \$250 for residential applications and \$350 for commercial/industrial applications (fee includes all tracts submitted on the same application). This fee covers related administrative and advertising requirements.

Particular attention should be given to assuring that all record owners of the property to be annexed have signed the petition in their correct legal names as shown in real property records. This includes executors, trustees, guardians, etc. The petitioner must retain the services of a competent real estate attorney to investigate record title and prepare a title certificate to accompany the application. Failure to obtain the signature of all necessary parties may later provide grounds for invalidating the entire annexation and any subsequent annexations contiguous thereto.

Upon receipt of your application, City Staff will advise you of the date your application will be formally accepted by the Board of Commissioners and the date of the “unofficial” hearing conducted by the City of Griffin Planning and Zoning Board. The Planning and Zoning Board will review the annexation application and zoning request and will formulate a recommendation regarding zoning conditions and whether to approve or deny the annexation application.

Following the “unofficial” hearing conducted by the Planning and Zoning Board, in accordance with O.C.G.A. Section 36-36-1 through 36-36-11, the application will be forwarded to the Spalding County Planning Commission for review and recommendation. They may recommend additional zoning conditions to the request and recommend approval or denial. Their comments and recommendation will be reviewed and considered by the City of Griffin Board of Commissioners during the official Public Hearing and first reading of the Annexation/Zoning

Ordinance. The annexation/zoning process normally takes four (4) to six (6) months for completion.

At least 15 days prior to the date of the “unofficial” Planning and Zoning Hearing, City staff will publish a notice of the date, time and place of the hearing. Applicants should attend all meetings in which the application will be reviewed and discussed. The official Public Hearing held before the Board of Commissioners will suffice as a hearing for the annexation and requested zoning district. Additional information from the applicant(s) may be requested before submitting the annexation to the Georgia Department of Community Affairs and the U.S. Justice Department for pre-clearance.

Questions should be directed to Toussaint Kirk, Director of Planning & Development Services, Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. (770)233-4130.

STATE OF GEORGIA,
COUNTY OF SPALDING.

100 PERCENT METHOD OF ANNEXATION

PETITION REQUESTING ANNEXATION

TO: Board of Commissioners, City of Griffin
Building and Zoning Official

We, the undersigned, being all of the owners of real property within the territory described below, respectfully request the Board of Commissioners to annex this territory into the City of Griffin, Georgia and extend the municipal limits to include the same. **NOTE: IT IS IMPERATIVE THAT THE APPLICATION IS COMPLETE UPON SUBMISSION INCLUDING ZONING REQUEST, LIST AND VALUE OF COUNTY FACILITIES THAT ARE LOCATED ON SUBJECT PROPERTY (i.e. water lines, streets, roads, buildings, etc.) AND ALL QUESTIONS.**

1. The territory to be annexed is unincorporated and contiguous (as defined in O.C.G.A. Section 36-36-20) to the existing corporate limits of the City of Griffin, Georgia. **A legal description of said territory is attached to this petition as Exhibit "A"; attached hereto as Exhibit "B" is the title opinion of a competent attorney at law certifying as to ownership of the territory as of the date of filing this application.**
2. A complete survey by a competent surveyor is attached hereto as Exhibit "C" showing the territory in relation to the present city boundary; attached hereto as Exhibit "D" is a **copy of the pertinent Spalding County Tax Map or maps showing where the property to be annexed is located in reference to existing municipal boundaries. Indicated upon said map is a notation showing the current zoning classification of the property under the Spalding County Zoning Ordinance, as well as the zoning classification(s) and land uses of surrounding tracts (not to be annexed).**
3. Boundary survey provided in digital format containing at least one GIS reference point. (Please contact Brian Haynes, GIS Technician at 770-229-6603).
4. Petitioner(s) request the territory, if annexed, to be zoned under the City of Griffin Zoning Ordinance as _____, (if more than one class is sought, indicate separately).
5. Governmental services currently provided in the territory petitioned to be annexed, either by the County or other municipalities or authorities, consist of:

The following county-owned public facilities are known or believed to be located in the area proposed to be annexed:

6. If this petition is approved, the City will be required to assume the ownership, control, care and maintenance of the following county roads and rights of way (applies only if land on both sides of existing county road is annexed into City):

7. The undersigned acknowledge(s) that the municipal corporation must approve this annexation application by enacting an ordinance that this annexation may require preclearance by the U.S. Department of Justice, pursuant to Section 5 of the Voting Rights Act of 1965, prior to becoming effective.

<p>Dated: _____ Date of submission of application</p> <p>Typed Printed Name and Address of Applicant:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature: _____</p> <p>Date Received by Planning and Development Department and By Whom:</p> <p>_____ Date: _____</p>
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