

REQUIREMENTS FOR COMPLETING ANNEXATION APPLICATIONS

Applications and related material shall be submitted and **typewritten** on supplied forms to the Community Development Department, located at 320 E. Foster Ave., Dallas, Georgia. Applications are accepted Monday through Friday from 9:00 a.m. until 3:00 p.m. Applications will not be accepted after 10:00 a.m. on the last filing day established by the Department.

☐ A completed **application form**

☐ If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation or true facsimile thereof, as the case may be;
- b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
- c) That the execution of the document on behalf of the corporation has been duly authorized.

☐ A copy of the **recorded warranty deed** that reflects the current owner(s) of the property.

☐ A **current legal description**, including acreage, of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for the Rezoning.

☐ One copy, including an electronic copy, of a **boundary survey** prepared by a Registered Surveyor, drawn to scale, showing north arrow, land lot and district/section, dimensions, acreage and location of the tract. The preparer's seal shall be affixed to the plat signed and dated. **Boundary survey acreage shall match application and legal description acreage exactly.**

☐ Documentation from the **Tax Commissioner** that the tax levied against the property has been paid and are current.

☐ Three paper copies, including an electronic copy of **site development plan** prepared by a Registered Surveyor, Professional Engineer, land planner, or architect (with preparer's seal affixed) drawn to scale of the subject property, including proposed building locations,

proposed use of the property within the requested zoning district, parking areas, access points, creeks, streams, floodplain, etc... and any buffers that may be required. (If subject property is being developed)

- ☐ A vicinity map showing property lines, thoroughfares, existing and proposed zoning, and such other items as may be required.
- ☐ A parcel map listing the names, mailing addresses and tax parcel ID number of all **adjoining property owners**, including the owners across the road, railroad, and to the rear, or any persons located along a joint access easement. A separate numerical list providing the names, mailing addresses and tax parcel ID number of all **adjoining property owners**, including the owners across the road, railroad, and to the rear, or any persons located along a joint access easement.
- ☐ **Notarized** Authorization of Titleholder for each titleholder.
- ☐ **Notarized** Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each authorized agent (see attached).
- ☐ The filing fee is an amount set by the City of Dallas Mayor and Council and shall be paid at the time of filing. **This fee is non-refundable after the commencement of legal advertising** (See attached).
- ☐ Such other additional information as may be requested by the Community Development Department, Planning Commission, or Mayor and Council.

****This document is valid only with an original, handwritten 'wet ink' signature. Electronic, faxed, or copied signatures will not be accepted****

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