

ANNEXATION APPLICATION

Application No. A - _____ - ____

HEARING DATES
Planning Commission:
6:00 PM
City Council:

5:15 PM

(PLEASE PRINT OR TYPE ALL INFORMATION)		
Applicant:		
Address:		
City:State: _		
Phone: (E-mail address		
Applicant's Signature	Printed Name of Signatory	
Signed, sealed and delivered in the presence of:		
	Notary Commission Expires:	
Notary Public Signature	The, 20	
Tioury I none signaine	SEAL:	
Representative:		
Address:		
City: State:	Zip:	
Phone: (E-mail address:		
Representative's Signature	Printed Name of Signatory	
~		
Signed, sealed and delivered in the presence of:	Notary Commission Expires:	
	The, 20	
Notary Public Signature		
	SEAL:	
	MMUNITY DEVELOPMENT:, 202	
TIME/DATE STAMP: APPLICATION A DIRECTOR:	ACCEPTANCE DATE:, 202	

(SIGNATURE)

(DATE)



ANNEXATION APPLICATION

Application No. A - _____ - ____

COMMUNITY DEVELOPMENT		
(PLEASE PRINT OR TYP	PE ALL INFORMATION)	
Titleholder:	atures)	
Address:		
City:Sta	ate:	Zip:
Phone: (
Titleholder's Signature	Printed Name of	Signatory
Signed, sealed and delivered in the presence of:	Notary Commission Expires:	
	The day of	, 20
Notary Public Signature	SEAL:	
Property Information		
Present Zoning Classification: (PAULDIN	IG) Requested Zoning Classification:	(CITY)
Total Acreage of Annexation Application:		
Land Lot(s): District(s): So		
Tax Parcel I.D. Number(s):		
Location of Property: (Physical address, if available, and nearest intersect)		
(Physical address, if available, and nearest intersect	ions (i.e. east/west side of given road, and nort	h/south of given road)
Detailed description of proposed land use (including maximum numb	per of lots, if residential, or number of unit	es):

Proposed Lot Count: _____ Proposed Density: _____ Proposed Lot Size: _____

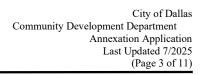
Compliant with 2022-2027 Joint Comprehensive Plan:

YES □ NO □

Additional Land Lots here: _____, ____, ____, ____, ____, ____, ____, ____

Additional Tax Parcel I.D. No.(s)_____

Zoning Application No. Z – _____ - ___



(Date)



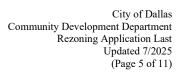
	Staff	Use Only	
nnexation Application No. A			
earing Dates:			
Planning Commiss	ion:		
City Council:			
ity of Dallas Planning Commissio	on Pacammandation		
ty of Danas Framming Commission		sannrove No r	ecommendation Table
onditions, reasons, stipulations:	лррготе Ві	3app10vc1\01	- Table
onditions, reasons, stipulations:	ApproveApprove (a	is different classifica	ation) Disapprove Table
P	lanning Commission Chairman:	(C:	(D-tr.)
		(Signature)	(Date)
	City Council – Mayor:	(Signature)	(Date)
Co	ommunity Development Director	(C:	(D. ()
		(Signature)	(Date)
	City Attorney:		

(Signature)



REQUIREMENTS FOR COMPLETING ANNEXATION APPLICATIONS

Applications and related material shall be submitted and <u>typewritten</u> 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 of 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.
\square A copy of the recorded warranty deed that reflects the <u>current</u> 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)
\square 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.

REMAINDER OF PAGE LEFT BLANK



City of Dallas Community Development Department Annexation Application Last Updated 7/2025 (Page 6 of 11)

SIGN FEE

Separate check for **sign fee** of \$50.00 for each sign(s), which is non-refundable. If signs are not removed from the property by the 15th day following Public Hearings, City of Dallas (or their representative) has permission to remove the signs from property. It is the Applicant's responsibility to pickup and post signs provided by the Community Development Department. Signs must be posted in clear view along **each** road frontage with no obstacles blocking the view of the petitioned property as required by State law.

Applicants should not attach the notice signs to any natural vegetation, existing signage or utility structures and signs may not be posted in the right-of-way. Failure to post and maintain signs continuously will prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings.**

Signs must be posted on the property by 8:00 AM 30 days prior to the date of the public hearing and remain posted throughout the advertising period, including the day of the public hearings. FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN THE APPLICATION BEING WITHDRAWN AND WILL REQUIRE SUBMISSION OF A NEW APPLICATION AND PAYMENT OF FEES.

DEVELOPMENTS OF REGIONAL IMPACT (DRI)

The State of Georgia, Department of Community Affairs has established specific thresholds for the identification of Developments of Regional Impact (DRI). DRI Tiers and Development Thresholds are used to determine if the proposed project meets or exceeds any of the development thresholds. If the proposed project meets or exceeds any of the development thresholds, a DRI Review must be conducted prior to scheduling a public hearing for the Planning Commission. The rules and procedures for a DRI Review are available in the Planning & Zoning Division Office or at https://www.dca.ga.gov/local-government-assistance/planning/regional-planning/developments-regional-impact.

Does the annexation request warrant a Develop	ment of Regional Impact Rev	iew? □ No □ Yes
DRI Application # (if applicable)		
I HAVE READ AND UNDERSTAND EAG	CH OF THE REQUIREM	ENTS AND NOTES.
Signature of Applicant:		
Date:		
Signed, sealed and delivered in the presence of	f:	
	My Commission Expires	
Notary Public Signature:		(SEAL)

MAKE CHECKS PAYABLE TO CITY OF DALLAS



SITE PLAN REQUIREMENTS

(IF PROPERTY IS BEING DEVELOPED)

☐ Site Development Plan prepared by a Registered Surveyor, Engineer, Land Planner, or Architect (with professional seal affixed and signed) drawn to scale of the subject property
☐ Scale (graphic and verbal)
☐ Exact size and location of all buildings (showing intended use), including out lots, for commercial and multi-family projects
□ Name, address and phone number of the Applicant and/or Developer
☐ State proposed use of property(s) within the requested zoning classification
☐ Required and proposed setbacks and buffers
☐ Parking areas, number of spaces, including access points and ADA requirements
☐ Show distance from the access point(s) in both directions to all curb cuts, driveways, easements and all points of ingress/egress on both sides of the road within 500 feet of property lines
☐ Current Location/Vicinity map
□ North arrow
☐ Land Lots/District/Section depicted on plan and in description box
☐ City and/or County boundary lines depicted on plan; if applicable
☐ Bearings and distances
☐ Adjoining and proposed streets (paving and right-of-way widths)
☐ Total acreage (must match application, legal description and survey)
☐ Topography depicted at a minimum two-foot contour intervals clearly marked and labeled with source provided
☐ Show creeks, streams, lakes etc. with required bank buffers (50-foot undisturbed buffer and an additional 25-foot impervious buffer (total of 75 feet) on each side of stream banks) or note if not applicable.
☐ Identify flood plain and floodway area and note flood plain elevation
☐ Must reference most current FIRM panel numbers (https://msc.fema.gov/portal/home) and show limits of the 100-year flood plain and floodway and acreage of flood plain or floodway within property limits or note if not applicable
☐ Detention/Retention/Water Quality areas or note if not applicable
☐ Easements of any type; or note if not applicable
☐ Utility easements or note if not applicable.
☐ Cemeteries, Architectural, or Archeological landmarks, or note if not applicable
 □ Names and addresses of adjacent property owners (all adjoining property owners, including the owners across the road and to the rear, or any persons located along a joint access easement) □ Zoning category of adjacent properties depicted on site plan
☐ Date of the site plan and any revision dates
☐ A statement as to the source of water supply and sanity sewer facilities
☐ Applicant may also be required to furnish additional material that may aid in the understanding of the request.



AUTHORIZATION OF TITLEHOLDER

I, and legal age, deposes and states that h application, as is shown in the records	e/she is the owner of the propert	n his/her oath, being of sound mind y which is subject of this
He/she authorizes the person named be	low to act as applicant in the pu	rsuit of a request for Rezoning.
I hereby authorize the City of Dallas – which are subject of the application.	Community Development Depa	rtment to inspect the premises
Name of Applicant		
Address		
City		
Email	····	
Phone		
Name of Titleholder		
Address		
City	State	Zip
Email	Phone	
Signature of Titleholder		
Signed, sealed and delivered in the pres	sence of:	
Notary Public Signature	My Commission	Expires
Trouis I dolle digitation	Seal:	
	Sour.	

A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED TO BE COMPLETED BY EACH TITLEHOLDER





DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS BY APPLICANT, REPRESENTATIVE, AND TITLEHOLDER

Applicant Name ¹ :	
Reference: Application filed on	, 20
to annex real property described as follows:	
All Individuals and business entities ² have a property inte	erest ³ in said properties are as follows:
Has the applicant made, within two years immediately pre- campaign contributions aggregating \$250 or more, or mad- member or members of the City Council, Planning Comm government official) who will consider this applications?	e gifts having in the aggregate a value of \$250 or more to a hission or Zoning Board of Appeals (or any local
	plicant to file a disclosure report within 10 days after the ng information which will be considered as the required
Name and official position of the local government offici	al to whom the campaign contribution/gift was made:
The dollar amount of each campaign contribution made be two years immediately preceding the filing of this application.	by the applicant to the local government official during the ation and the date of each such contribution:
An enumeration and description of each gift having a value local government official during the two years immediate	
Please attach additio	nal sheet if necessary.
I certify that the foregoing information is true and correct	, this, 20
Applicant's Signature	Applicant's Name Printed
Signed, sealed and delivered in the presence of:	
	My Commission Expires
Notary Public Signature	

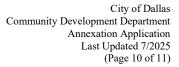
City of Dallas - Community Development Department cannot advise anyone on how to complete this form. Applicants may want to confer with an attorney for guidance.

*A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER *

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.

²Business entity - Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.

³Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.





PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT, REPRESENTATIVE, AND TITLEHOLDER

Does any member of the City Council or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? \square No \square Yes		
If yes, describe the nature and extent of such interest:		
Does any member of the City Council or Planning Co of the total assets or capital stock where such owne limited partnership, firm, enterprise, franchise, associ ownership, including any percentage of ownership les	rship interest is 10% or more) of ation, or trust, which has a proper	a corporation, partnership, ty interest (direct or indirect
If yes, describe the nature and extent of such interest:		
Does any member of the City Council or Planning C son or daughter who has any interest as described about		r, father, brother, sister,
If yes, describe the relationship and the nature and ex	tent of such interest:	
If the answer to any of the above is "Yes", as required Planning Commission must immediately disclose the Council, City of Dallas, Georgia. A copy should be record and available for public inspection at any time	ne nature and extent of such inte e filed with this application. Such	erest, in writing to the City
I certify that the foregoing information is true and con	rrect, thisday of	, 20
Applicant's Signature ¹	Applicant's Name I	Printed
Signed, sealed and delivered in the presence of:		
	My Commission Expires	
Notary Public Signature	 (SEAL)	

*A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER *

¹ Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.



ANNEXATION REVIEW STANDARDS

Any proposed annexation will be evaluated using the following review standards. Applicants should include a Letter of Intent as response to how the proposed annexation meets the following standards.

- A. Whether the annexation proposal is compliant with O.C.G.A. 36-36; Articles 1-8.
- B. Whether the annexation proposal is suitable in view of the use and development of adjacent and nearby property and doesn't create an unincorporated island.
- C. Whether the annexation proposal will adversely affect the existing use or usability of adjacent or nearby properties.
- D. Whether the annexation proposal will result in a property use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
- E. Whether the proposed annexation is supported by new or changing conditions not anticipated by the comprehensive plan.
- F. Whether the annexation proposal is in conformity with the policies and intent of the comprehensive plan.

ANNEXATION/ZONING FEE SCHEDULE

CITY OF DALLAS COMMUNITY DEVELOPMENT			
ZONING FEES			
Acreage	Proposed Zoning District	Fees	
0 - 1	R-1, R-2 & R-3	\$400.00	
1 > 5	R-1, R-2 & R-3	\$600.00	
More than 5	R-1, R-2 & R-3	\$600.00 + \$100.00 per additional Acre	
0 - 1	TH, MF-1, MF-2, MXU & CBD	\$600.00	
1 > 5	TH, MF-1, MF-2, MXU & CBD	\$750.00	
More than 5	TH, MF-1, MF-2, MXU & CBD	\$750.00 + \$100.00 per additional Acre	
0 - 1	C-1 & C-2, OMI Commercial	\$400.00	
1 > 5	C-1 & C-2, OMI Commercial	\$600.00	
More than 5	C-1 & C-2, OMI Commercial	\$600.00 + \$100.00 per additional Acre	
0 - 1	I-1 & I-2 Industrial	\$600.00	
1 > 5	I-1 & I-2 Industrial	\$750.00	
More than 5	I-1 & I-2 Industrial	\$750.00 + \$100.00 per additional Acre	
5-acre minimum	PUD Planned Unit Development	\$1,000 + \$50.00 per additional Acre	
D	escription	Fees	
Annexation		\$700.00 per parcel	
PUD Alteration		\$350	
Special Use Permit		\$400.00	
Administrative Variance		\$250.00	
Certificate of Appropriateness (Historic District)		\$25.00 Application \$25.00 Review (\$50.00 Total)	
Medical Hardship Variance		\$25.00	
Variance Permit		\$400.00	
Communication Tower/Co-locators Permits		\$200.00	
Non-Conforming Permits		\$150.00	
Rezoning Sign		\$50.00	
Zoning Verification Letter		\$50.00	
Compatibility Review (moved-in ho	ouses and mobile homes)	\$100.00	
Copy of Zoning Map		8 1/2 x 11 \$0.25 per page / \$25.00 CD / Online	
Copy of Zoning Ordinance		Zoning Ordinance Online	
Copy of Landscape Ordinance		Landscape Ordinance Online	
Copy of Sign Ordinance		Sign Ordinance Online	
Future Land Use Map		Chris Robinson @ Paulding County Planning & Zoning	