



**CITY OF SNELLVILLE**  
**APPLICATION FOR ANNEXATION**  
**Information Sheet**

Department of Planning & Development  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, Georgia 30078  
Phone (770) 985-3514 Fax (770) 985-3551  
www.snellville.org

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**AN OFFICIAL ZONING MAP AMENDMENT APPLICATION AND LAND USE PLAN AMENDMENT APPLICATION MUST ALSO BE SUBMITTED WITH APPROPRIATE FEES AND ACCOMPANY THE ANNEXATION APPLICATION.**

**IMPORTANT DATES:**

**Submittal Deadline: 12:00 Noon, 42-days prior to Planning Commission meeting date. Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to application submittal deadline. Please call 770.985.3514 to schedule pre-submittal appointment date.**

**The Planning Department will meet the following public notice requirements for each application submitted:**

Legal Notice appears in Gw. Daily Post:	The two (2) Thursday's immediately preceding the Mayor and Council Public Hearing
Public Notice Sign(s):	Erect public notice sign(s) <u>15-days (minimum)</u> before Mayor and Council Public Hearing on subject parcel(s).
Letters to Adjoining Property Owners:	Mailed Certified Mail with Return Receipt <u>15-days (minimum)</u> before Mayor & Council Public Hearing.
Mayor and Council Public Hearing*:	4th Monday of the month (or as announced)

\* Planning Commission and Mayor and Council public hearings are held at 7:30 p.m. at Snellville City Hall Council Chambers, 2342 Oak Road, Snellville, unless alternative meeting dates, times, and/or places are necessary.

**ANNEXATION BECOMES EFFECTIVE ON THE FIRST DAY OF THE MONTH FOLLOWING THE MONTH DURING WHICH ALL THE APPLICABLE ANNEXATION REQUIREMENTS ARE MET.**

The applicant may withdraw an application without prejudice until such time as the legal notice for the Mayor & Council public hearing is sent to the paper (no less than 21-days before the hearing date). No application shall be allowed to be withdrawn less than 21-days before the Mayor & Council public hearing unless the request for withdrawal is granted by Mayor & Council at the public hearing. **If an application is denied by Mayor & Council, no application affecting any portion of the same property shall be submitted less than six (6) months from the date of denial.**

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**APPLICATION FEES:**

- Annexation \$ 125.00
- Public Notice Sign(s) \$ 50.00 each (per parcel, per road frontage)
- Adjoining Property Owner Notification Letters \$ 15.00 per notice



# APPLICATION FOR ANNEXATION

APPLICATION TO ANNEX INTO THE CORPORATE BOUNDRIES OF SNELLVILLE, GA

## City of Snellville

### Planning & Development Department

2342 Oak Road, 2<sup>nd</sup> Floor

Snellville, GA 30078

Phone 770.985.3515

Fax 770.985.3551

[www.snellville.org](http://www.snellville.org)

CASE # **ANX** \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

**Applicant:** is the (check one)  Owner's Agent  
 Contract Purchaser  
 Property Owner

**Owner:** (attach additional sheets if multiple parcels)  
 (check box if additional sheets attached)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Fax

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of Property to be Annexed: \_\_\_\_\_

Total Area in Acres: \_\_\_\_\_ or \_\_\_\_\_ Square Feet

Property Location: \_\_\_\_\_ District \_\_\_\_ Land Lot \_\_\_\_ Parcel \_\_\_\_\_

**At a minimum, the following items are required with submittal of this application. AN OFFICIAL ZONING MAP AMENDMENT APPLICATION AND LAND USE PLAN AMENDMENT APPLICATION MUST ALSO BE SUBMITTED WITH APPROPRIATE FEES AND ACCOMPANY THE ANNEXATION APPLICATION.**

- √ Payment of the \$125 annexation application, public notice sign(s), and adjoining property owner notification fees;
- √ A legal description for each tax parcel of the property proposed for annexation and separate composite legal description for all combined parcels proposed for annexation;
- √ Boundary survey (original size and one (1) 8-1/2"x11" reduction) of the property including the current zoning and land use designations of the property and all adjoining properties, location of existing buildings, easements, and other improvements to the property, bearing original signature and seal of preparer and prepared by an engineer or land surveyor whose Georgia state registration is current and valid. Boundary survey must be stamped and sealed no more than six (6) months prior to the date of the submittal;
- √ A Certificate of Title or Security Deed (for all parcels subject to this application);
- √ CD-ROM in protective case containing: 1) boundary survey/site plan (original size in .PDF formats); 2) legal description in .TXT format for each tax parcel of the property proposed for annexation and separate composite legal description; and 3) completed and signed Annexation Application including Annexation Petition and Addendum in .PDF format).
- √ Twenty (20) original size bond copies (folded to 8-1/2"x11") of the original boundary survey/site plan listed above;
- √ Attach the 8-1/2"x11" reduction of the boundary survey (with original signature and seal) to the original Annexation Application containing original signatures; and
- √ Twenty (20) stapled or bound copies of the original: Annexation Application; Attachment A; Annexation Petition; Addendum to Petition; Legal Description(s); 8-1/2"x11" reduction of the boundary survey; and all supporting documents (if any).





**ADDENDUM TO PETITION**  
**FOR PURPOSES OF COMPLYING WITH SECTION V OF THE FEDERAL**  
**VOTING**  
**RIGHTS ACT OF 1965**

*(Must be completed by the property owner(s) for each parcel subject to the annexation petition)*

Please answer the following:

- 1) The number of people who live on the property to be annexed is: \_\_\_\_\_
  - 2) The number of minorities who live on the property to be annexed is: \_\_\_\_\_
  - 3) Did any minorities object to this application for annexation? \_\_\_\_\_
  - 4) Do any minorities live in the area surrounding the property to be annexed? \_\_\_\_\_
  - 5) The present zoning of the property to be annexed is: \_\_\_\_\_
  - 6) The current use of the property to be annexed is: \_\_\_\_\_
  - 7) The proposed use of the property to be annexed is: \_\_\_\_\_
  - 8) If the proposed use is residential, give the number of dwelling units to be built and designate the type of dwelling: \_\_\_\_\_
  - 9) State briefly why you want to annex the property: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

We, the undersigned, all owners of all real property and identified as tax parcel \_\_\_\_\_ per the current Gwinnett County Tax Parcel system of the territory described in the attached legal description, certify that these statements are true and accurate to the best of our knowledge.

\_\_\_\_\_  
Signature of Owner/Co-Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Co-Owner

\_\_\_\_\_  
Date

**EXHIBIT "A"**

*[Attach Legal Description for Each Parcel Here]*