



APPLICATION FOR ANNEXATION

APPLICATION TO ANNEX INTO THE CORPORATE BOUNDRIES OF SNELLVILLE, GA
100% OF LAND OWNERS METHOD

City of Snellville

Planning & Development Department

2342 Oak Road, 2nd Floor

Snellville, GA 30078

Phone 770.985.3515

website: www.snellville.org

CASE # **ANX** _____

DATE RECEIVED: _____

Version 4-1-2025

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: _____ Title: _____ Phone: _____

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.

- ✓ Completed application containing original and notarized signatures of the applicant and each property owner;
- ✓ Payment of the \$125.00 annexation application fee and public notification fees (see Planning Department Fee Schedule).
- ✓ Petition Requesting Annexation (Attachment A) with Exhibits A and B; Applicant and Property Owner(s) Certifications (Attachment B); and Conflict of Interest Certifications (Attachment C).
- ✓ Boundary survey of the property including all tracts requesting annexation, bearing original signature and seal of preparer and prepared by an engineer or land surveyor whose State of Georgia 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.
- ✓ Property legal description containing a metes and bounds description and consistent with the boundary survey (above). If there are multiple properties, the legal description shall be a composite description for all properties. If all the properties are not contiguous, a separate Annexation Application is required.
- ✓ Property Deed showing ownership in the real property (for each parcel subject to the application).
- ✓ Ten (10) original size bond copies (folded to 8-1/2"x11") of the original sealed and signed boundary survey required above.
- ✓ Attach an 8-1/2"x11" reduction of the original boundary survey to the original Annexation Application containing original signatures.
- ✓ Ten (10) stapled or bound copies of the original: Annexation Application; Attachments A-B-C; Legal Description(s); 8-1/2"x11" reduction of the boundary survey; and all supporting documents (if any).
- ✓ USB thumb drive containing digital copies in .PDF format of the complete application submittal.

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

Signature of Notary Public Date

Notary Seal

APPLICANT AND PROEPRTY OWNER CERTIFICATIONS

APPLICANT'S CERTIFICATION

The undersigned below does hereby, swear or affirm under penalty of perjury under the laws of the State of Georgia, is authorized to make this application for Annexation and that the statements and documents submitted as part of this application are true and accurate to the best of my knowledge or belief. The undersigned is aware that if the annexation application is denied by the City Council, no annexation application affecting any portion of the same property may be submitted less than twelve (12) months from the date of denial.

Signature of Applicant Date

Type or Print Name and Title

Affix Notary Seal

Signature of Notary Public Date

PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, swear and affirm that I am (we are) the owner of property that is subject to this application, as shown in the records of Gwinnett County, Georgia which is the subject matter of the attached application. I hereby authorize the Mayor and City Council; the Planning Commission; and City Staff of the City of Snellville, Georgia to inspect the property which is the subject of this annexation application.

I further authorize _____ to file this application. The undersigned is aware that that if the annexation application is denied by the City Council, no annexation application affecting any portion of the same property may be submitted less than twelve (12) months from the date of denial.

☐ Check here if there are additional property owners and attach additional "Owner's Certification" sheets.

Signature of Owner Date

Type or Print Name and Title

Affix Notary Seal

Signature of Notary Public Date

**CONFLICT OF INTEREST CERTIFICATIONS
FOR ANNEXATION APPLICATION**

The undersigned below, making application for Annexation, has complied with the Official Code of Georgia Section 36-67A-1, et. seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on forms provided.

☐ check here if there are additional applicants and attach additional “Conflict of Interest Certification” sheets.

_____ Signature of Applicant	_____ Date	_____ Type or Print Name and Title
_____ Signature of Applicant's Attorney or Representative	_____ Date	_____ Type or Print Name and Title
_____ Signature of Notary Public		_____ Date

Affix Notary Seal

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the last two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to any member of the Mayor and City Council or any member of the Snellville Planning Commission?

☐ YES ☐ NO YOUR NAME: _____

If the answer above is YES, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (list all which aggregate to \$250 or More)	DATE CONTRIBUTION WAS MADE (Within the last two years)

☐ Check here and attach additional sheets if necessary to disclose or describe all contributions or gifts.