



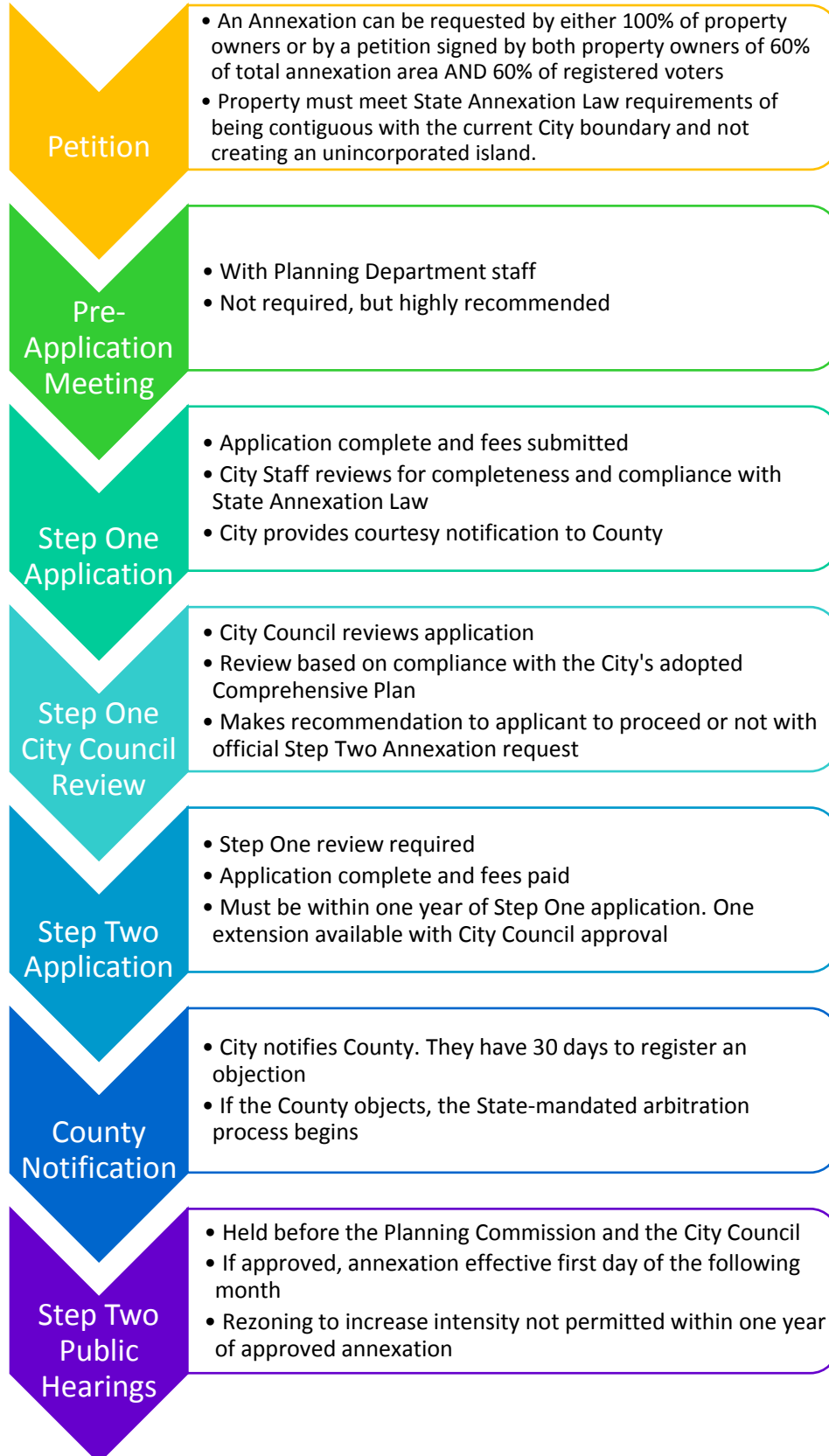
# ANNEXATION APPLICATION



City of Peachtree City  
Planning, Zoning and Engineering  
153 Willowbend Road  
Peachtree City, Georgia 30269

# ANNEXATION PROCESS FLOW CHART

153 Willowbend Rd, Peachtree City, GA 30269  
770-487-5731  
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## STEP ONE ANNEXATION APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269  
770-487-5731  
WWW.PEACHTREE-CITY.ORG

**Fee: \$250**

Date Filed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Accepted \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Notification Sent \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Office Use Only*

**Overview:** The Annexation Review Process is a two-step process to evaluate annexation requests into the City of Peachtree City. Step One is a review of how the existing and/or proposed development may or may not be compatible with the established goals within the Peachtree City Comprehensive Plan. City Council shall evaluate the application and determine if they recommend the applicant to proceed with a Step Two application. Step Two requires the submittal of detailed information as identified in the established rezoning process and the State Annexation Law. The recommendation that the annexation request continue to Step Two does not imply that the City Council will approve the rezoning and/or the annexation application.

**Instructions:** All items identified below must be provided before a Step One application is deemed complete. If the answer to any question is "No," a written explanation must be provided to explain the negative response. Once staff has deemed the application is complete and complies with the State Annexation Law, the request shall be considered in a Public Hearing at the next available City Council meeting.

### SUBMITTAL REQUIREMENTS:

		YES	NO
1	A completed and signed Step One application	<input type="checkbox"/>	<input type="checkbox"/>
2	Application fee paid	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Legal Description:</b> A paper copy and an electronic version (.doc) of the full legal description of the subject tract(s) being considered for annexation	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Boundary Survey:</b> One electronic (.pdf) copy and five (5) paper copies of a survey prepared by a licensed and registered land surveyor that shall identify the extent of the property being considered for annexation. Must be scale no greater than 1"=50' and include:	<input type="checkbox"/>	<input type="checkbox"/>
(a)	Parcel Tax ID number and owner name for each annexation parcel	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Existing lot lines, easements, rights-of-way, including the area in acres or square feet, and abutting land uses or zoning district categories	<input type="checkbox"/>	<input type="checkbox"/>
(c)	A clear delineation of the existing and proposed city limits boundary	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Property Deeds:</b> One (1) copy of the property deed(s) for each parcel	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Nearby Properties List:</b> One (1) paper and one (1) electronic version (.doc) of a list of all parcels within 200' of the annexation property, including ownership and property addresses.	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Nearby Properties Map:</b> One (1) paper and one (1) electronic version (.pdf) showing the proposed annexation property and all properties within 200' of annexation property.		
8	<b>Supporting Narrative:</b> One (1) paper and one (1) electronic version (.pdf) document stating how the proposed annexation meets the vision, goals and policies of the City's adopted Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>

With the signing and submittal of this application, the applicant authorizes the Peachtree City Staff to enter onto the subject property to collect data in order to prepare reports for review by the City Council. By signing below, I hereby certify that the listed information and the accompanying materials as requested are accurate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# STEP ONE ANNEXATION APPLICATION

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<b>ANNEXATION METHOD</b>	<input type="checkbox"/> <b>100% Methodology</b> <ul style="list-style-type: none"> <li>Application requires signatures or signed letters of approval of all current property owners.</li> </ul>	<input type="checkbox"/> <b>60% Methodology</b> <ul style="list-style-type: none"> <li>Required signatures or signed letters of approval by property owners of at least 60% of the total annexation acreage.</li> <li>Requires signed petition by 60% of registered voters in the annexation area. Signatures must include the address and be dated within one (1) year of the Step Two application submittal.</li> </ul>																																																
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<b>PROPOSED DEVELOPMENT</b>	<b>Potential Zoning Category Request:</b>  <b>Brief Description:</b>																																																	



# STEP ONE ANNEXATION APPLICATION

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## **Peachtree City Comprehensive Plan Goal Statements**

A summary of the adopted Comprehensive Plan goals is provided below. Further details and policies are included in the full document, which is available on the City's website.

### **Natural Resources**

Protect environmentally sensitive land and enhance the City's greenbelts and open space areas. (Identify wetland areas, flood plains, streams and other environmentally sensitive areas and what measures would be taken to protect these areas from development. Also, identify what, if any, property might be donated to the City as greenbelt.)

### **Land Use and Development Patterns**

Develop and redevelop land in the City based on the village concept and stepping down intensity toward the City's boundaries.

(Identify what type of land use would be proposed for the development and how this would be compatible with the existing land use patterns within the general vicinity.)

### **Economic Development**

To maintain a diversified economy that encourages high paying, quality jobs, and maximum tax contribution while meeting the requirements of a healthy environment.

(Explain how the proposed annexation may impact existing population, employment, tax revenue, etc.)

### **Transportation**

Establish and maintain a comprehensive transportation system that provides safe and convenient circulation through and around the City.

(Identify how the proposed annexation and subsequent development might impact existing traffic patterns, roadways, etc. and what is planned to mitigate these impacts, how the property will be interconnected with the City's multi-use path system, and what measures will be implemented to reduce traffic congestion associated with the proposed development.)

### **Housing**

Provide a broad range of housing opportunities with an appropriate mix of homes regarding size, type, price, and location in order to satisfy the needs of people of all life stages and abilities.

(If applicable, identify the type and number of residential units that are proposed, current and projected on-site and adjacent zoning and densities, price ranges, amenities, etc.)

### **Community Service and Facilities**

Continually provide adequate levels of service in all areas as needed for the residents of Peachtree City.

(Identify projected impacts the proposed development might have on emergency services, including police and fire, as well as sanitary sewer and water services.)



# STEP ONE ANNEXATION APPLICATION

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# STEP TWO ANNEXATION APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269  
770-487-5731  
WWW.PEACHTREE-CITY.ORG

**Fee: \$1500 + \$50/acre**

Date Filed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Accepted \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Notification Sent \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Overview:** The Annexation Review Process is a two-step process to evaluate annexation requests into the City of Peachtree City. Once the City Council has voted on an applicant’s Step One application, a Step Two application can be submitted. The recommendation that the annexation request continue to Step Two does not imply that the City Council will approve the rezoning and/ or the annexation application. The Step Two application must be submitted within one (1) year of City Council’s vote on the Step One request. Step Two requires the submittal of detailed information as identified in the established rezoning process and the State Annexation Law.

Per State Law, once the application has been submitted to the City, nothing can be altered. The annexation property area and the requested zoning category may not be changed during the review process. In addition, if the annexation is approved, the development intensity may not be increased for one year after the approval date. For example, if a density of 2 units per acre is requested and approved in the Annexation application, the property cannot be rezoned or developed at a density greater than 2 units per acre within one year of approval. It may, however, be developed at a lesser density.

**Instructions:** All items identified below must be provided before a Step Two application is deemed complete. If the answer to any question is “No,” a written explanation must be provided to explain the negative response. Once staff has deemed the application is complete and complies with the State Annexation Law, the annexation request and rezoning shall be heard together in two public hearings. The first required public hearing is with the Planning Commission, where they will make a recommendation to the City Council. The second public hearing is before the City Council, who will vote to approve/deny the request.

## SUBMITTAL REQUIREMENTS:

		YES	NO
1	A completed and signed Step Two application.	<input type="checkbox"/>	<input type="checkbox"/>
2	Application fee paid	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Legal Description:</b> A paper copy and an electronic version (.doc) of the full legal description of the subject tract(s) being considered for annexation	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Boundary Survey:</b> One electronic (.pdf) copy and five (5) paper copies of a survey prepared by a licensed and registered land surveyor that shall identify the extent of the property being considered for annexation. Must be scale no greater than 1”=50’ and include:	<input type="checkbox"/>	<input type="checkbox"/>
(a)	Parcel Tax ID number and owner name for each annexation parcel	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Existing lot lines, easements, rights-of-way, including the area in acres or square feet, and abutting land uses or zoning district categories	<input type="checkbox"/>	<input type="checkbox"/>
(c)	A clear delineation of the existing and proposed city limits boundary	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Seal of the surveyor who prepared the survey	<input type="checkbox"/>	<input type="checkbox"/>
(e)	All natural, geological, and/or cultural resources that are on or within 200 feet of the property	<input type="checkbox"/>	<input type="checkbox"/>



# STEP TWO ANNEXATION APPLICATION



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		YES	NO
5	<b>Property Deeds:</b> One (1) copy of the property deed(s) for tract(s) of land.	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Nearby Properties List:</b> One (1) paper and one (1) electronic version (.doc) of a list of all parcels within 200' of the annexation property, including ownership and property addresses.	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Nearby Properties Map:</b> One (1) paper and one (1) electronic version (.pdf) showing the proposed annexation property and all properties within 200' of annexation property.	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>Documentation of Annexation Methodology:</b> state which annexation method is being used, and provide supporting documentation that complies with the State Annexation Law requirements. This includes the signed and dated petitions and/or signed letters of approval of property owners, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
9	<b>Utility Verification:</b> One (1) copy of each letter from the utility service providers indicating that their services can support the development of the proposed zoning intensity.	<input type="checkbox"/>	<input type="checkbox"/>
10	<b>Schematic Land Use Plan:</b> One (1) paper copy and one (1) electronic version (.pdf) of the master plan showing land uses/zoning within the overall development, buffers, open space, setbacks, and density.	<input type="checkbox"/>	<input type="checkbox"/>
11	<b>Written Narrative:</b> a description of how the proposal relates to the comprehensive plan and the adopted goals and policies. (See attached Written Narrative Reference page.) It should also include the following information:	<input type="checkbox"/>	<input type="checkbox"/>
(a)	General description of the proposed development and how it relates to the City's Comprehensive Plan and annexation policy	<input type="checkbox"/>	<input type="checkbox"/>
(b)	How the development will minimize and mitigate impacts on the natural environment.	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Provide proposed density and the projected population/ employment figures at build-out.	<input type="checkbox"/>	<input type="checkbox"/>
(d)	How the development will tie into the City's street network and multi-use path system.	<input type="checkbox"/>	<input type="checkbox"/>
(e)	An analysis of how the proposed annexation will affect the City's tax base, public education system, police and fire protection services, emergency medical services, transportation system, utilities, and recreational services.	<input type="checkbox"/>	<input type="checkbox"/>
12	<b>Compliance Statement:</b> A signed statement indicating that the applicant is familiar with the City's Zoning Ordinance and Land Development Ordinance, and the applicant's plan for bringing the property into compliance with all the City's adopted ordinances.	<input type="checkbox"/>	<input type="checkbox"/>
13	<b>Campaign Disclosure:</b> signed disclosure statements from the Applicant.	<input type="checkbox"/>	<input type="checkbox"/>
14	<b>Supporting Documentation:</b> Please provide any further information you wish to be considered in the Annexation and rezoning application.	<input type="checkbox"/>	<input type="checkbox"/>

By signing the application, the Applicant is certifying that the information is current and correct to the best of their knowledge, and that they are granted permission by the property owners to submit this annexation and rezoning application. Signee grants City Staff and representatives access to the properties in order to gather information to review the application. I understand that all materials and fees submitted as a part of the application will become public property and will not be returned once the application is accepted.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# STEP TWO ANNEXATION APPLICATION



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<b>ANNEXATION METHOD</b>	<input type="checkbox"/> <b>100% Methodology</b> <ul style="list-style-type: none"> <li>Application requires signatures or signed letters of approval of all current property owners.</li> </ul>	<input type="checkbox"/> <b>60% Methodology</b> <ul style="list-style-type: none"> <li>Required signatures or signed letters of approval by property owners of at least 60% of the total annexation acreage.</li> <li>Requires signed petition by 60% of registered voters in the annexation area. Signatures must include the address and be dated within one (1) year of the Step Two application submittal.</li> </ul>																																								
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# WRITTEN NARRATIVE REFERENCE

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**Instructions:** The written narrative is a description of how the proposal relates to the comprehensive plan and must also address the evaluation criteria listed in Section 1304(d) of the Peachtree City Zoning Ordinance:

The following factors, where relevant, shall be considered in evaluating a proposed change to the zoning map:

- (1) Whether the zoning proposal is in conformity with the policy and intent of the land use plan;
- (2) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
- (3) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
- (4) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
- (5) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools; and
- (6) Whether there are other existing or changing conditions affecting the use and development of the property which give supportive grounds for either approval or disapproval of the zoning proposal.

When addressing (1) above, please consider the main components of Peachtree City's Comprehensive Plan:

1. **Land use:** Whether the proposed zoning and/ or land uses are consistent with the long-range land use designation, as well as:
  - (a) Proposed uses, maximum number of dwelling units (if applicable), amenities such as parks and open space.
  - (b) Impacts on public & educational facilities.
  - (c) Mitigation of impacts on neighboring properties, including vehicular access plan, landscaping and screening, setback and buffer requirements, and transitioning of density/ intensity of land use.
  - (d) Proposed special amenities including parks and open space, as applicable.
  - (e) Proposed phasing of development.
2. **Community Design:** How the proposal will address the principles & standards of community design, including:
  - (a) How the project fits within the village concept of the city as set forth in the city's comprehensive plan.
  - (b) Providing multi-use path connections between residential and commercial properties and community facilities.
  - (c) Preserving natural resources on the site. Preservation of specimen trees and vegetation along roadways or boundaries.
  - (d) Incorporating natural storm water management designs as wet ponds and other community amenities.
  - (e) Building architecture, signs, landscaping, lighting, and other urban design elements.
  - (f) Preserving and/or providing open space.
3. **Economic Development:** Identify whether or not the proposed use is an existing county-based business or targeted industry, as identified by the Fayette County development authority and/or the development authority of the city. Provide an estimate the development will have on the city's tax base.
4. **Fire and Rescue:** Discuss how fire safety will be addressed:
  - (a) Impacts of the proposal on established level of service (LOS) standards.
  - (b) Additional mitigation measures such as sprinklers and fire-rated construction if outside travel time.
  - (c) Proposed improvements, including possible transportation improvements to achieve a satisfactory LOS.
5. **Potable Water:** Describe how water will be provided to the site.
6. **Sewer:** Describe how sanitary sewer service will be provided to the site.
7. **Transportation:** Describe measures to achieve level of service 'D' or better. The limits of any traffic study shall be determined by the city engineer and the city's traffic consultant and shall include:
  - (a) Impacts of the proposal on established level of service (LOS) standards.
  - (b) Improvements proposed, both motorized and non-motorized.
  - (c) Address connectivity of sidewalks and/ or multi-use path system to adjacent properties, as well as the connectivity of internal roads to adjacent properties.



# DISCLOSURE OF CAMPAIGN CONTRIBUTIONS & GIFTS

The undersigned below, making application for rezoning action, 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 this form as provided.

All individuals, business entities<sup>1</sup>, or other organizations<sup>2</sup> having a property interest, financial interest, or other interests<sup>3</sup> in property subject of this application are as follows (attach additional if necessary):

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---

Have you as applicant or anyone associated with this application or property, within the last two (2) years immediately preceding this application, made campaign contributions aggregating \$250 or more to a member of the Peachtree City Planning Commission or the Peachtree City Mayor and City Council? Please circle your response:

**YES**

**NO**

IF YES: Please complete the following section (attach additional sheets if necessary).

Name and Official Position of Government Official	Contribution Description and Dollar Amount	Date of Contribution

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Type/Print Name and Title

\_\_\_\_\_  
Signature of Applicant's Representative

\_\_\_\_\_  
Type/Print Name and Title

\_\_\_\_\_  
Signature of Notary Public

*(Affix Seal Here)*

<sup>1</sup> Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust.

<sup>2</sup> Other organization means non-profit organization, labor union, lobbyist, or other industry or casual representative, church, foundation, committee, club, charitable organization, or educational organization.

<sup>3</sup> Property interest means the direct ownership of real property and includes any percentage of ownership. Financial interest means direct ownership of 10% or more of the total assets or capital stock of a business entity.