

## ANNEXATION PROCEDURES

Applicants must obtain an annexation application from the Planning and Zoning Department. This application must be completed and submitted (18) days prior to the next scheduled Planning and Zoning meeting along with a fee of \$300.00

The information below must be submitted with the application:

Notarized authorization for application if applicant is not the property owner.

Legal description in metes and bounds and iron pins of property for which annexation is requested.

Three (3) copies of plat drawn to scale, prepared and sealed by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid showing the following:

North arrow and land lot(s)

Property lines with dimensions and angles of turns

Adjoining streets with present right of ways and paving widths

Location of existing structures, if applicable

Total acreage

Zone requested

Proposed use of property

The Planning and Zoning Board will make a recommendation to City Council for their final approval.

**Information/Instructions**

Regular meetings of the Planning Commission are held on the **Second Tuesday** of each month at 5:30 pm in the Henry "Bud" Hicks Jr. Memorial Chamber, located in City Hall in Dublin, Georgia.

Applications for any action before the Dublin Planning and Zoning Commission must be submitted eighteen (18) days prior the next scheduled meeting of the Commission, or it cannot be placed on the Agenda.

Regular meetings of the City Council are held on the **First and Third Thursday** of each month.

The Board of Zoning Appeals meets on the **First Monday** of each month at 5:30 pm in the Henry "Bud" Hicks Jr. Memorial Chamber, located in City Hall in Dublin, Georgia, as required.

Applications for the Board of Zoning Appeals must be received 10 days prior to the next scheduled meeting of the Board of Appeals, or it cannot be placed on the Agenda.

Applications for Annexations or changes in the zoning map will be placed on the Agenda of the Planning and Zoning Commission at the first regular meeting following submission. Prior to being placed on the Agenda, the Director of Planning, Zoning and Development will ensure staff review has been completed on the application. This review will include, but not be limited to:

1. Ensure correct present zoning.
2. Ensure correct proposed re-zoning.
3. Ensure the **specific, proposed use** is legal and correct for the proposed re-zoning.
4. Check for readily visible problems such as sewer, water, and/or gas availability, drainage, distance from schools/churches, etc.

The Planning Commission will normally recommend action on the application to the Dublin City Council at the next regular City Council meeting. In all cases, the Planning Commission will make a recommendation to Council within thirty (30) days.

Applications for **CONDITIONAL OR SPECIAL USE PERMITS** will be placed on the Agenda of the Planning Commission and/or City Council for the next meeting after submission in accordance with provisions of the Section of the Zoning Ordinance referring to the Conditional or Special Use Permit applied for.

**NOTICE....**The Applicant or representative must attend the meeting at which his application will be heard. If no one is present to represent their application it will not be discussed, but tabled until later when someone is present to answer any questions which might arise. A pre-application conference is suggested between the applicant and the Director of Planning, Zoning and Development. In all matters to be considered in connection with this submission of the application form, it is incumbent upon the application to submit complete evidence and justifications for action applies for. Lack of complete and pertinent justification may result in an adverse ruling.

**SPECIFIC DATES, INFORMATION, APPLICATIONS AND HEARINGS MAY BE OBTAINED FROM THE OFFICE OF PLANNING, ZONING AND DEVELOPMENT.**

**FEES:**

VARIANCE APPLICATIONS.....	\$300.00
RE-ZONING APPLICATIONS.....	\$300.00
ANNEXATION APPLICATIONS.....	\$300.00
CONDITIONAL OR SPECIAL USE .....	\$300.00

APPLICATION FOR ANNEXATION

To: Mayor and Council of Dublin

The undersigned do hereby make application for the annexation of \_\_\_\_\_ acres of land located at parcel number \_\_\_\_\_ to the Corporate Limits of the City of Dublin in accordance with the provisions of Georgia Laws 1962, page 119, as amended, (Georgia Code Annotated Section 69-902). Legal description of said property shown in Exhibit "A" and three copies of plat of property shown in Exhibit "B". The exhibits are attached to this application.

Applicants are all owners of all the property sought to be annexed. Applicants request that said property be given the \_\_\_\_\_ zoning classification in the annexation ordinance and proposed use is \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_.

Owner's signature \_\_\_\_\_

Printed name \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_