Revised 1/05

CITY OF TOCCOA

Community Planning & Development Department
203 N. Alexander Street, P.O. Box 579
Toccoa, GA 30577
(706) 282-3232

APPLICATION FOR ANNEXATION

Tax Map Number: _____ Date: _____

Date Annexation will become effective and official: _____

Address of subject property: _____

Owner of Property: _____

Owner's Address: _____

Telephone Number: _____

Housing Units: _____ Other Buildings: _____

Population: White _____ Black _____ Other _____

A. If the owner and the applicant are not the same, please complete Attachment 1.

B. Site Plan - Showing the location of existing buildings and other improvements.

C. Property Description - A legal description and plat.

D. Meeting Dates and Processing of Applications - See Attachment 2.

E. Fee - No fees required.

F. Authorization to Inspect Premises - I hereby authorize the Toccoa City Commission, the Planning Commission and their staff to inspect the premises which is the subject of this annexation application.

G. Petition Requesting Annexation - Owners must complete Attachment 3.

_____ _____
Signature Signature

PETITION REQUESTING ANNEXATION
CITY OF TOCCOA, GEORGIA

DATE _____

TO THE HONORABLE CITY COMMISSION OF THE CITY OF TOCCOA, GEORGIA

1. The undersigned, as owner of all real property of the territory described herein, Respectfully requests that the City Commission annex this territory to the City of Toccoa, Georgia, and extend the City boundaries to include the same.

2. The territory to be annexed abuts the existing boundary of Toccoa, Georgia, and the Description of such territory area is as follows:

   Address/Location of Property:

   _____

   Tax Map Number: _____

   See description attached.

3. It is requested that this territory to be annexed shall be zoned: _____

   for the following reasons:

   _____

   _____

WHEREFORE, the Petitioners pray that the City Commission of the City of Toccoa, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, 1946, do by proper ordinance annex said property to the City Limits of the City of Toccoa, Georgia.

Respectfully Submitted,

_____

_____

Owner(s)

AUTHORIZATION BY PROPERTY OWNER

Application for Annexation

I Swear That I Am The Owner Of The Property Which Is The Subject Matter Of The Attached Application, As Is Shown In The Records Of Stephens County, Georgia. I Authorize The Person Named Below To Act As Applicant In The Pursuit Of An Annexation Request Of This Property.

Name of Applicant: _____

Address: _____

_____

City State Zip Code

Telephone Number: _____

_____

Signature of Owner

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PLANNING / PUBLIC WORKS
STAFF REPORT

ADDRESS: _____ APPLICANT: _____

PRESENT ZONING: _____ PROPOSED ZONING: _____

REQUEST: _____ Annexation _____ Variance _____ Re-Zoning

1. Required Setbacks: Front Yard _____ Rear Yard _____ Side Yard _____ Interior _____

2. Property has minimum of 30' street frontage on _____

3. Maximum number of units per acre allowed _____ Units proposed _____

4. Minimum lot size required _____ Proposed _____
   Maximum building height allowed _____ Proposed _____

5. The existing single-family dwelling meets or exceeds current City of Toccoa standards.
   Yes _____ No _____ N/A _____

6. Available parking meets or exceeds current City of Toccoa standards.
   Yes _____ No _____ N/A _____

7. Are the roads, bridges, and other infrastructure expected to be utilized by the development adequate?
   Yes _____ No _____ N/A _____

8. Is the property in the *100 year Floodplain* or probable wetland?
   Yes _____ No _____

9. Are there any indications of any existing storm drainage problems on the property?
   Yes _____ No _____

10. Distance to nearest fire hydrant? _____

11. Additional remarks:

12. What street or other improvements (if any) will be required if request is granted?

13. Are City of Toccoa utilities available? ☐water ☐sewer ☐natural gas

_____ _____
Date Kay Morgan
City Planner

ATTACHMENT 5

ANNEXATION PROCESS **(FOR OFFICE USE)**

_____ COMPLETE APPLICATION

_____ COMPLETE PETITION

_____ LEGAL DESCRIPTION OF PROPERTY

_____ SITE PLAN

_____ CONTIGUOUS, BUT DOES NOT CREATE AN "ISLAND"

_____ ZONING REQUESTED

_____ NOTIFY STEPHENS CO. WITHIN 5 DAYS OF PROPOSED ANNEXATION

_____ TPC PACKET W/ STAFF MEMO

_____ LETTER TO OWNER

_____ LETTER TO ADJOINING PROPERTY OWNERS / INTERESTED PARTIES

_____ STAFF REVIEW

_____ TPC REVIEW

_____ PUBLIC HEARING NOTICE FOR ZONING

_____ PACKET FOR TCC W/ STAFF MEMO

_____ TCC REVIEW

_____ MEMO TO DEPARTMENT HEADS

_____ MEMO TO UTILITIES

_____ LETTER TO OWNER / FINAL FROM CITY MANAGER

_____ ORDINANCE FROM CITY ATTORNEY

_____ ORDINANCE, PETITION, DEED AND PLAT TO CITY CLERK

_____ MARKER ON DRIVEWAY

_____ ROLLOUT

_____ CHANGE OFFICIAL MAP

_____ NOTIFY DCA WITHIN 30 DAYS OF EFFECTIVE DATE

_____ NOTIFY STEPHENS CO. WITHIN 30 DAYS OF EFFECTIVE DATE

_____ JUSTICE PRECLEARANCE BY CITY ATTORNEY

_____ DISTANCE TO FIRE HYDRANT

Appendix B

CITY ANNEXATION NOTIFICATION FORM

1. Describe the location of the area to be annexed or attach a clear map indicating the location (if not previously provided to the county with the notice of proposed annexation).

2. How many landowners/parcels will be included?

3. How does the city propose to designate this area on its future land use map and/or zoning map if the annexation occurs?

4. Attach a copy of the sections of the city development ordinances that identify permitted uses for this proposed land use classification.

5. Describe the development plans for the area proposed to be annexed (if the property owner(s) in the area have initiated specific development proposals).

6. Indicate any special measures to be implemented or conditions of development that will be imposed on the properties to be annexed to mitigate negative impacts of the annexation proposal on surrounding properties.

Form completed by: _____

Signature _____ Date _____

ATTACHMENT 2

CITY OF TOCCOA
ANNEXATION AND ZONING AMENDMENT SCHEDULE
2008 CALENDER YEAR
(TENATIVE DATES)

CLOSING DATE To file for …	TPC Meeting Date	NEWSPAPER DEADLINE	PUBLIC NOTICE	TCC Public Hearing & Zoning Hearing
January 2	January 17	February 4	February 7	February 25
February 6	February 21	March 3	March 6	March 24
March 5	March 20	April 7	April 10	April 28
April 2	April 17	May 5	May 8	May 19
April 30	May 15	June 2	June 5	June 16
June 4	June 19	July 7	July 10	July 28
July 2	July 17	August 4	August 7	August 25
August 6	August 21	September 8	September 11	September 29
September 3	September 18	October 6	October 9	October 27
October 1	October 16	November 3	November 6	November 24
November 5	November 20	December 1	December 4	December 22
December 3	December 18	January 5, 2009	January 8, 2009	January 26, 2009
December 31, 2008	January 15, 2009	February 2, 2009	February 5, 2009	February 23, 2009

**ALL MEETING DATES ARE SUBJECT TO CHANGE
**ALL MEETINGS WILL BE HELD IN THE TOCCOA CITY COMMISSION ROOM UNLESS NOTIFIED OTHERWISE.