



City of Riverdale Department of Community Development

Planning and Zoning Administration
 971 Wilson Road
 Riverdale, GA 30296
 770-909-5482
 www.riverdalega.gov

Annexation Application

Instructions: All items identified below must be provided before the 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		
2	Application fee paid		
3	Legal Description: A paper copy and an electronic version (.doc) of the full legal description of the subject tract(s) being considered for annexation		
4	Boundary Survey: 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:		
(A)	(a) Parcel Tax ID number and owner name for each annexation parcel		
(B)	Existing lot lines, easements, rights-of-way, including the area in acres or square feet, and abutting land uses or zoning district categories		
(C)	(c) A clear delineation of the existing and proposed city limits boundary		
5	Property Deeds: One (1) copy of the property deed(s) for each parcel		
6	Nearby Properties List: 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.		
7	Nearby Properties Map: One (1) paper and one (1) electronic version (.pdf) showing the proposed annexation property and all properties within 200' of annexation property		
8	School Capacity Letter		

Office Use Only

Total Amount Paid \$ _____ Cash _____ Check # _____ Received by: _____

Date Filed ____ / ____ / ____ Date Accepted ____ / ____ / ____

Notification Sent ____ / ____ / ____



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Annexation Process Flowchart

Petition

- An Annexation can be requested by either 100% of property owners
- Property must meet State Annexation Law requirements of being contiguous with the current City boundary and not creating an unincorporated island



Application

- Application complete and fees submitted
- City Staff reviews for completeness and compliance with State Annexation Law
- City provides courtesy notification to County



County Notification

- City notifies County. They have 30 days to register an objection
- If the County objects, the State-mandated arbitration process begins - O.C.G.A 36-36-110, et seq.



Public Hearing

- Held before the Planning Commission for a recommendation and the City Council for a decision
- If approved, annexation effective first day of the following month
- Rezoning to increase intensity not permitted within one year of approved annexation



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ANNEXATION BY 100 PERCENT METHOD					
The application requires signatures or signed letters of approval of all current property owners.					
Annexation Parcels	Parcel ID#:	Address:	Signature:	Date:	
You may attach a separate list of parcels/ signatures or provide a copy of individual signed and dated letters.					
Applicant Or Primary Point Of Contact	Name _____		Address _____		
	Phone # _____		Email _____		
Proposed Development	Zoning Category Request:				
	Brief Description:				



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To the Mayor-Council of the City of Riverdale, Georgia: We, the owners of all real property of the territory described herein, respectfully request that the City Council accept our application to annex this territory into the City of Riverdale, Georgia, and extend the city boundaries to include the same. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. § 36-36-20) to the existing corporate limits of Riverdale, Georgia.

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

Applicant Signature: _____

Date: _____