ANNEXATION PROCEDURES
CITY OF CEDARTOWN

Request for annexation into the City of Cedartown must contain the following information.

1) A letter signed by all property owners. Each owner must sign. (i.e. If property is in both husband and wife's name, both must sign).

2) A legal description of the property.

3) A plat of the property by a registered land surveyor showing the existing city limits. (If the plat is larger than 11" x 17" – 6 copies of the plat are required).

4) If zoning is requested for other than R-1 (Single Family Residential), a separate rezoning application must be filed with the Cedartown Planning Commission.

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Generally, the City annexes property via the 100% method. (i.e. All land owners within the subject area must consent to the annexation). The property must abut existing city limits, excluding state, local rights of way, roads or railroads.

Initiation of an annexation request begins when the aforementioned information is submitted and a nonrefundable $600.00 fee is paid.

The annexation process typically takes at least 2-3 months depending on filing dates, public hearings and advertising requirements.

Police Protection, Fire Protection, Garbage Service can be provided immediately upon adoption and approval of second reading of annexation ordinance. Water charges will be reduced to inside rates on the next full month billing. Fire Protection fees, previously paid, are nonrefundable. City taxes are payable the year that the property is within the city on January 1 of that year.

Water and sewer services can be initiated when property owners agree to be assessed for cost of utility extension if these services are not already available.

Voting rights apply upon clearance of annexation by the Justice Department.

It is desirable for a representative to attend the Planning Commission meeting and City Commission meetings during this process for any questions that may arise. The city can furnish the dates of these meetings.

ANNEXATION FLOW PROCESS

1. Applications may be obtained from the City Clerk or Building Inspector office.

2. When the application is complete, it should be returned to the City Clerk with the applicable fees.

3. The City will then publish notice of public hearings before the Planning Commission and the City Commission. The Planning Commission usually meets on the last Monday of each month at 10:00 A.M., while the City Commission meets on the second Monday of each month at 7:00 P.M. Depending on the date of receipt of the application, the City customarily publishes one notice for both public hearings. The City will make every effort to schedule these hearings at the next available meeting time after receiving the application, subject to state law requirements regarding the timing of publishing notices.

4. The application is then submitted to the Planning Commission for review and recommendations are made to the City Commission.

5. An ordinance is drafted for consideration by the City Commission at the next regular meeting and for the first reading of the ordinance.

6. If the first reading is approved, the City Commission will conduct a second reading at the next regular monthly Commission meeting.

7. Once the second reading is completed and the Ordinance is adopted, copies of the Ordinance, including a description of the property shall be submitted to the Building Inspector, Fire Chief, Police Chief, Street Superintendent, Water Department, Georgia Power, Atlanta Gas Light, Coosa Valley Area Planning Commission, County Tax Assessors Office and E911.

7. A letter will be sent to the annexed property owner advising of services.

8. The City Attorney submits the Ordinance to the Justice Department for final approval.

GENERAL INFORMATION

1. All legal questions should be addressed to the City Attorney's office.

2. Questions regarding city services should be addressed to the City Manager.

3. The city may increase annexation fees and charge back to the applicant any costs for objections to the annexations, unusual advertising expenses, or other abnormal legal expense associated with the annexation.

APPLICATION FOR ANNEXATION

City of Cedartown
201 East Avenue
Cedartown, Georgia
30125

Ordinance No. _____ Date _____

Final Approval Date _____ Application No. _____

I Hereby Request That The Property Described In This Application Be Annexed Into The Cedartown City Limits With A Zoning Classification of _____

Address of Property to Be Annexed: _____

_____

Area _____Acres, or _____ Square Feet

Tax Map Number _____
Owner of Property _____
Telephone Number _____
Address _____
Applicant _____
Telephone Number _____

A. Reasons for Requesting Annexation: Give a brief summary of the reasons for requesting annexation.

_____

_____

B. Site Plan – All site plans shall draw the location of existing buildings and improvements to the property.
C. Property Description – A written legal description and recent plat of the property to be submitted.
D. Meeting Dates and Processing of Applications.
E. Fee of $600.00 to be paid at time of Application.
F. Authorization to inspect premises. I hereby authorize the Cedartown Planning Commission and their staff to inspect the premises which are subject of this annexation.
G. Petition requesting annexation.
H. Applicant understands and agrees that the application fee does NOT include any unusual costs, expenses or attorney's fees related to contested zoning, hearings, 3rd party complaints concerning zoning appeals and/or potential litigation of zoning decisions based upon this application. It is applicant's responsibility to pay all reasonable costs, attorney's fees, expert fees, and related expenses of any litigation or contested disputes that arise from this zoning application incurred by the City of Cedartown, Georgia.

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SIGNATURE OF APPLICANT