



Application for Annexation

CITY OF VALDOSTA PLANNING AND ZONING DIVISION

This is an application for voluntary annexation into the corporate limits of the City of Valdosta.
All properties listed in a single application must be contiguous and under a single local government jurisdiction.
This application should be submitted concurrently with an application for rezoning

* Applicant / Owner _____

Telephone Number _____ Email Address _____

Mailing Address _____

Has the applicant made any campaign contributions over \$250 to any local government official of the City of Valdosta? YES NO

*Note: If applicant is not the owner, as listed on the Property Deed, include a notarized letter from the owner(s), including phone number and address, authorizing the applicant to act on their behalf must be included.

PROCEDURE

Application Requirements

All Applications must be complete and include required supporting documents. **Incomplete applications will not be accepted.**

Application Deadline

Applications are due by 5:00 p.m. on the 25th day of the month. When the 25th falls on a weekend or holiday, applications are due the next business day. Complete Applications submitted by the deadline will be heard by the Greater Lowndes Planning Commission (GLPC) approximately four weeks following the application deadline and by the City Council approximately six weeks following the deadline. For example, an application submitted on March 25th will be heard at the April Planning Commission meeting and the May City Council meeting.

Application Submission

Return one copy of this completed application and all supporting documents to:

City of Valdosta Planning & Zoning Division
City Hall Annex
300 N. Lee Street | P.O. Box 1125
Valdosta, GA 31603-1125

Application Public Hearings

Applications will be heard at two public hearings as follows: (1) by the GLPC for a recommendation at their regular meeting held the last Monday of each month at 5:30 p.m. at the South Health District Office (325 W. Savannah Avenue), and then (2) by Valdosta City Council for a final decision at their regular meeting held the Thursday following the first Sunday of each month at City Hall (216 E. Central Avenue).

Application Representation

The applicant or authorized representative should attend both public hearings to support the Application and answer any questions.

PROPERTY INFORMATION

PROPERTY ADDRESS (OR GENERAL LOCATION DESCRIPTION IF NO ADDRESS ASSIGNED):

TAX MAP/PARCEL ID#: _____ ACREAGE: _____

Why is annexation requested? _____

(If this annexation request is motivated by the desire to connect to City water and sewer services, please contact the City of Valdosta Water and Sewer Department at (229) 259-3592.)

- If a rezoning application is submitted concurrently, the public hearing required by Section 242-4 of the LDR for rezoning shall be conducted prior to the annexation of the subject property into the City.
- If no rezoning application is submitted, the property will receive a zoning designation of R-E (Estate Residential) upon annexation.

Questions may be directed to City of Valdosta Planning and Zoning Office at:

Phone: (229) 259-3563 | Fax: (229) 259-5450
P.O. Box 1125 | 300 N. Lee Street | Valdosta, GA 31603-1125

For Annexation of Residential Properties: In order for the City of Valdosta to comply with the United States Department of Justice’s procedures for the administration of Section 5 of the Voting Rights Act of 1965 as amended, Subpart B, Section 51.28, the following information is required for the annexation of any **residential** properties.

1. Total number of existing residential structures located on the subject parcel: _____
2. Total number of person(s) residing within each structure: _____
3. Age, Sex, and Race of each of those individuals:

<u>Age</u>	<u>Sex</u>	<u>Race</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
4. Subject property’s City Council Voting District: _____

CERTIFICATION AND AUTHORIZATION

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require public hearings by the Greater Lowndes Planning Commission and the Valdosta City Council. I have been made aware and hereby acknowledge these scheduled hearing dates/times and locations where this Application will be considered, and I promise that either myself or my authorized representative will be in attendance at these hearings. I also understand that review of this Application may require site visits, and I hereby authorize City staff and members of the Greater Lowndes Planning Commission and Valdosta City Council to enter and inspect the premises, which are the subject of this application.

Signature of Applicant _____ Date _____

FOR STAFF USE ONLY

Date Received: _____ **Received By:** _____ **Rezoning Application #:** _____

FEES: Application Charge: \$ 500 (includes a concurrent Rezoning application)

Certified Mail (\$7.00 X Each Adjacent Property Owner): \$ _____ (unless part of a concurrent Rezoning application)

\$20.00 per sign (per street frontage): \$ _____ (unless part of a concurrent Rezoning application)

TOTAL FEE: \$ _____

PUBLIC HEARING DATES:

GLPC _____ City Council _____

PUBLIC NOTICE DATES:

Property Posted _____ Legal Ad Run _____

Letters Mailed: _____

DECISION: (Circle One) Approved Denied

Comments: _____