



City of Lake Park Annexation Application

Lake Park, Georgia

Instructions for Filing an Annexation Application

Dear Citizen:

Attached is an annexation application for requesting annexation into The City of Lake Park. The application must be completed and filed with the City of Lake Park/Lowndes County no later than the 25th of each month in order to be on the Agenda for the meeting date listed below. If the applicant seeks a zoning classification different than the existing county zoning for the property, the applicant must submit a completed rezoning application with the annexation application. If no zoning classification is specified on the application, properties accepted for annexation will receive the same zoning as the existing county zoning or the closets equivalent under the city zoning ordinance.

Annexation cases are considered by the Mayor/Council at the first scheduled meeting each month.

A completed application is as follows:

1. Petition the City of Lake Park to adopt a Resolution agreeing to the proposed annexation
2. A completed "Annexation Petition" and Letter to City of Lake Park Annexation Application. (three (3) copies)
3. All application fees paid at time of submittal of application
4. Legal survey plat of subject property prepared and signed by a registered engineer or land surveyor registered in the State of Georgia. . Three (3) copies of survey plat and typed legal description of subject property (no larger than 11"x17"). Written legal description must be in full metes and bounds rather than a plat of reference.
5. Submitted survey must show existing city limits boundaries.
6. Names and addresses of adjacent property owners plus current rate to cover certified mailing costs for each property owner.

Your application will be reviewed as follows, and your presence or authorized representative is requested at each meeting as listed:

Planning Commission Meeting	Date: Location: 325 W Savannah Ave. Time: 5:30 PM
Lake Park City Council	Date: Location: City Hall- 120 N Essa St Time: 7:30 PM

The undersigned are property owners of certain tract (s) of land contiguous to the existing corporate limits of the City of Lake Park, a description and plat of which are hereto attached and by reference made a part thereby.

Said tract (s) of land constitutes one body of land abutting or adjacent to the present corporate limits of the City of Lake Park and the undersigned hereby makes application for the annexation of said tract (s) of land into the corporate limits of the City of Lake Park pursuant to the provisions of Code Section 69-902 of the Code of Georgia, as amended.

The application includes three (3) copies of the typed legal description and survey plat plus three (3) copies of the Annexation Petition.

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

Property Owner _____

MAP/PARCEL ID#: _____ ACREAGE: _____

Why is annexation requested?

Property Owner Signature _____

Date _____

Date of City of Lake Park meeting _____
(to approve the Annexation Consent Resolution)

***If multiple persons petitioning, each must complete these forms.**

For Annexation of Residential Properties: In order for the City of Lake Park 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:

Age	Sex	Race
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Lake Park 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 Lake Park 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: _____

FEES: Application Charge: \$ 250

Certified Mail (\$7.00 X Each Adjacent Property Owner): \$ _____

\$20.00 per sign (per street frontage): \$ _____

TOTAL FEE: \$ _____

PUBLIC HEARING DATES:

GLPC _____ City Council _____

PUBLIC NOTICE DATES:

Property Posted _____ Legal Ad Run _____

Letters Mailed: _____

DECISION: (Circle One)

Approved

Denied

Comments: _____