

PLANNING ADVISORY BOARD

APPLICATION FOR ANNEXATION

THE APPLICATION FEE OF \$100.00 MUST ACCOMPANY THIS APPLICATION



Office Use

Date Received: _____ Application Fee: _____ Receipt# _____

PLANNING ADVISORY BOARD HEARING DATE: _____ Time: _____

Applicant notified of hearing date by _____ on the date of _____

Applicant Information

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Location Information

Location Address: _____

City: _____ State: _____ Zip: _____

Current Zoning: _____ Requested Zoning: _____ Tax Parcel #: _____

Owner Information (To be completed by the owner of location if different from the applicant)

Owner: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I swear under penalty of law that the information is true, correct, and complete.

Signature of Applicant: _____

Date: _____

Office Use

Planning Advisory Decision: _____ Date: _____ Applicant
notified of planning board decision by _____ on the date of _____

This application must be filed by the 5th of the month to be considered for the Planning Advisory Board Meeting of the following month.

The Planning Advisory Board decision will result in a recommendation to the City Council.

The City Council will make the final decision. Withdrawals prior to a hearing must be made in writing by the applicant.

Attendance at the Planning Advisory Board and City Council meetings is strongly encouraged. Failure to attend may result in a denial of this application/request. If you are unable to attend, it is recommended that you select a representative to attend in your place to answer any questions the Board or the Council may have.

Contact Information: Office – (706) 866-2544 ext.1201 Cell – (423) 362-3117

thutwagner@fortoglethorpega.gov

ANNEXATION CHECKLIST

- Application filed by the 5th of the month to be considered for the Planning Advisory Board meeting the following month.
- Written legal description of property (i.e., copy of deed), full metes and bounds description, and plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and to scale (if available). Please submit a digital and printed copy of the plat. Printed copy should be on paper 11” x 17” or smaller. If the plat is printed on paper larger than 11”x 17”, please submit sixteen (16) copies.
- Disclosure of Campaign Contributions and gifts form.
- Provide a completed Owner Authorization Form. Provide an executed certificate of corporation resolution if the owner and/or applicant is a corporation.
- Payment of filing fee to the City of Fort Oglethorpe. Schedule of fees may be found at fortogov.com
- A digital and printed copy of the plans/drawings (if applicable). Printed copy should be on paper 11” x 17” or smaller. If the plat is printed on paper larger than 11”x 17”, please submit sixteen (16) copies.

<i>Office Use:</i>	<i>Revised 1/7/2026</i>
Application received by: _____	Date: _____
Application fee receipt #: _____	
Application Verified by: _____	Date: _____
Notes:	

Property Owner Authorization

Instructions: Each property owner **must** complete and sign a **Property Owner Authorization** page and provide the information requested under the **Owner Information Certification** section. In the event there is more than one property owner, a separate Property Owner Authorization page **must** be completed by **each** property owner, signed by the owner and the applicant, and duly notarized.

Owner Information Certification

I swear that I am the owner of the property, which is the subject matter of this application, as shown in the records of Georgia:

Property owner (Please print legibly): _____

Property owner's signature: _____

Property owner's address: _____

City/State/Zip Code: _____

Property owner's phone number: _____

As the owner of the subject property, I hereby authorize the person named below to act on my behalf as Applicant in the pursuit of an annexation for this property.

Notary Public Certification

Instructions: All Property Owner Authorization forms **must** be complete, signed, and duly notarized.

Notary Public Certification

Personally appeared before me the following

Signature of property owner: _____

Signature of applicant: _____

Who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

Notary Public

Date

My Commission expires: _____

Disclosure of Campaign Contributions

(Required by Title 36, Chapter 67A Official Code of GA Annotated)

Instructions: Each property owner and applicant **must** complete and sign a **Disclosure of Campaign Contributions** form. In the event there is more than one property owner, a separate Disclosure of Campaign Contributions form **must** be completed by **each** property owner, **each** applicant, signed by the owner and the applicant, and duly notarized.

Reference: Application filed on _____, for an annexation of real property described as follows: _____

Within the two (2) years preceding the above filing date, the **owner** and/or the **applicant** has made campaign contributions aggregating \$250 or more to any member of the Fort Oglethorpe City Council who will consider the application.

() No, I have not made any contributions as described above.

() Yes, I have made contributions as described above.

Name of Elected Official: _____

Dollar amount of donation: \$ _____

I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Signature of Owner: _____

Signature of Applicant: _____

Sworn to and subscribed before me this _____ day of _____,

Notary Public, Georgia State at Large

My Commission Expires: _____