



**CITY OF WEST POINT, GEORGIA  
Planning and Zoning Department**

Post Office Box 487  
West Point, Georgia 31833  
Office (706) 645-2226  
Fax (706) 643-8150

**APPLICATION FOR ANNEXATION**

*The purpose of the Annexation Zoning Policy is to provide a mechanism whereby land, which is subject to annexation by the City of West Point, shall be evaluated and a zoning district be decided upon to apply to said land upon the annexation becoming final.*

Name of Applicant _____
Mailing Address _____
Telephone _____ Fax _____
Property Owner (Use back if multiple names) _____
Mailing Address _____
Telephone _____ Fax _____
Address/Location of Property _____
County Zoning Classification _____ Requested Zoning Classification _____
Present Land Use _____

Upon receipt of this application for annexation of property to the City, such application shall be placed on an agenda of the City Council meeting within 60 days of the filing of such application.

Petitioners for annexation must present to the Planning & Zoning Department the following information:

\_\_\_ A petition for annexation into the City of West Point, Georgia, which shall be in the form of a letter and include:

- √ Petitioner's Name
- √ Mailing Address
- √ Contact Telephone Number
- √ Address or Tax Map Number of the property(s) proposed for annexation
- √ County Zoning Classification(s)
- √ Requested Zoning Classification(s)
- √ Present Land Use of the property(s)
- √ Proposed Land Use of the property(s)

\_\_\_ A completed property owners authorization form (attachment A). If multiple properties are being requested a separate application shall be submitted.

\_\_\_ A legal description of the property(s) and a legal description for each zoning classification being requested.

**Application for Annexation Zoning**

**City of West Point, Georgia**

\_\_\_\_\_ A survey by a licensed and registered land surveyor (which shall show, at a minimum, the extents of the property, size in acres, adjacent property owners, and the existing city limits line). One (1) plat 18" x 24" minimum and one (1) 8 1/2" x 11" shall be submitted with the application for annexation.

\_\_\_\_\_ Fees for the Annexation application shall be made payable to the City of West Point in the amount shown in the fee schedule.

The City shall notify Troup or Harris County of intent to annex within 5 business days of receipt of the request for annexation. This notification shall include all relevant data pertaining to the proposed land use of the area to be annexed. The Planning Commission will consider zoning and other relevant planning issues including whether the proposed annexation meets the intent of the Comprehensive Plan and whether the property should be annexed. Upon receiving a recommendation from the Planning Commission, the City Council may choose to proceed with annexation of the property. Upon approval of annexation of the property and placing a zoning designation with the property, the City shall submit the proposed annexation to the U.S. Department of Justice (DOJ) for review. Upon review and favorable comment from DOJ, the annexation is officially in place. The annexation shall be effective on the last day of the calendar quarter during which the annexation occurred.

The zoning classification approved by the City following the hearing shall become effective on the later of:  
> The date the zoning is approved by the Council, and  
> The date the annexation becomes effective pursuant to O.C.G.A. §30-30-4

All annexation into the City of West Point shall meet all of the requirements for resolution of land use conflicts as required by State House Bill 489.

**Building Permits**

No permits shall be issued for construction of a building on newly annexed property until the City of West Point receives clearance on the annexation request from the U.S. Department of Justice as required by the Voting Rights Act of 1965, as amended.

I do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

<b>FOR OFFICIAL USE ONLY</b>	
DATE RECEIVED	_____
RECEIVED BY	_____



City of West Point, Georgia  
Attachment A

## Property Owner's Authorization

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The undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of an annexation of the property.

Name of Property Owner \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address of Subject Property \_\_\_\_\_  
\_\_\_\_\_

I swear that I am the owner or legal representative of the property which is the subject matter of the attached application, as it is shown in the records of Troup County or Harris County, Georgia.

\_\_\_\_\_  
Signature of Property Owner/Legal Representative

Personally appeared before me

\_\_\_\_\_

who swears the information contained  
in this authorization is true and correct  
to the best of his/her knowledge and belief.

\_\_\_\_\_  
Notary Public

*(Affix Raised Sea! Here)*

\_\_\_\_\_  
Date