

HOW TO ANNEX INTO THE CITY

Below is valuable information to assist those looking to annex into the City of Eastman. You may also contact Eastman City Hall with any questions by calling 478-374-7721 or stopping by 333 College Street during regular business hours.

STEPS FOR ANNEXATION:

1. The property owner must submit a petition to the City of Eastman for annexation, which should include a legal description (property deed) and survey of the property (plat). An example is available at Eastman City Hall.
2. If your property qualifies, the City Clerk will add your request for annexation to the agenda for the Eastman City Council's next regular meeting. It is recommended you be available at this meeting to answer questions from the City Council regarding your request. This is what's considered the first reading.
3. The City of Eastman will send a letter to the Dodge County Board of Commissioners, informing them of the request for annexation. The applicant must wait up to thirty (30) days for a response.
 - a. If the request is approved, the applicant may proceed to the next step.
 - b. If the request is denied, the applicant may request additional steps/direction from the Dodge County Board of Commissioners.
 - c. If no response is received from the Dodge County Board after thirty (30) days, the applicant may proceed to the next step.
4. The City Clerk will add your request for annexation to the agenda for the Eastman City Council's next regular meeting. Again, it is recommended you be available at this meeting as well. This is what's considered the second and final reading. After this reading, the property would be approved.
5. The City of Eastman will notify the following Georgia agencies by letter that annexation has been approved:
 - a. Department of Justice
 - b. Department of Community Affairs
 - c. Secretary of State
 - d. Department of Archives and History
6. The City of Eastman will submit the approved annexation to the U.S. Census Bureau.

**LANDOWNER'S REQUEST FOR ANNEXATION OF PROPERTY
ADJACENT TO A MUNICIPAL CORPORATION**

The governing body of a municipal corporation within a county having a population less than 100,000 persons has the authority to annex to the existing corporate limits unincorporated areas either directly abutting the municipal boundary or areas which would abut the boundary if it were not separated by state-owned lands, by the width of any street, creek or river, or any right of way of a railroad or public service corporation.

To seek annexation, the owner of the land should submit a petition containing a complete description of the land to be annexed. After said petition is acted upon by the municipal authorities and the land is by ordinance annexed to the municipal corporation, a complete survey should be filed as a part of the ordinance annexing the land and a copy, certified by the clerk or proper municipal authority, shall be filed with Georgia's Secretary of State. (O.C.G.A. 36-36-1 and 36-36-2)

Pursuant to Article XIV.-Zoning Changes and Ordinance and Resolution Amendments, Section 143 of the Eastman Code of Ordinances, all territory which may hereafter be annexed to the City of Eastman shall be classified and zoned in manner as requested by the Applicant for Annexation until otherwise classified by ordinance in the manner prescribed herein, unless a different classification and zoning is called for in the annexation ordinance.

SAMPLE PETITION FOR ANNEXATION

TO THE CITY COUNCIL OF THE CITY OF EASTMAN:

1. The undersigned, as owner of all real property of the territory described herein, respectfully requests that the City Council annex this territory to the City of Eastman, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed abuts the existing boundary of Eastman, Georgia, lying contiguous to the current City Limits under the provisions of Official Code of Georgia Annotated (O.C.G.A.) Section 36-36-20 et seq., and the description of such territory area is as follows:

Physical Address/Location of Property:

Tax Map/Parcel Number: _____

Total Acreage: _____

See attached for complete legal description of property.

3. Submitted herewith is a complete survey by a competent surveyor showing the location of said property with regard to the exiting City Limits as well as a current property deed showing the undersigned to be the owner of said property.

This the _____ day of _____, 20____.

WHEREFORE, the Petitioner prays that the City Council of the City of Eastman, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, 1946, do by proper ordinance annex said property and make a part of the City of Eastman, Georgia.

Printed Name of Petitioner

Signature of Petitioner