



## CITY OF STOCKBRIDGE | ANNEXATION CHECKLIST

4640 North Henry Boulevard  
Stockbridge, GA 30281  
Phone: (770) 389-7900  
Fax: (770) 389-7912

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☐ **NON-REFUNDABLE APPLICATION FEE - \$300.00**

**Payment:** Check or Money Order Payable to the City of Stockbridge.

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☐ **APPLICATION FORM**

**Two Original (2) Copies:** Complete and signed with original signatures.

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☐ **PETITION FOR ANNEXATION**

**Two (2) Original Copies:** The Annexation Petitions must be notarized and signed by the owner or authorized applicant. (The petition for the 60% Method must clearly indicate if the applicant is an elector or a landowner.)

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☐ **CONSENT OF OWNER(S)**

**Original:** If the property owner does not sign the application and/or petition, submit a notarized affidavit signifying the approval or consent of all owners. (An affidavit form is attached.) Use additional affidavits, if necessary, for multiple owners.

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☐ **PLAT OF SURVEY AND/OR LEGAL DESCRIPTION**

**Original and One (1) copy** - Submit an accurate, as-built survey showing all improvements on the site, to scale. The survey must be completed by a registered surveyor and must be reproducible. If a photocopy is submitted, the original seal must be visible and the survey must still be to scale. The survey must not be more the 1 year old.

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☐ **VERIFIED LEGAL DESCRIPTION FORM**

**Original and One (1) Copy** - Submit one original, signed copy of the verified legal description form and 1 copy. Forms should be typed and include acreage. If the legal description does not fit on one form, additional forms shall be used and numbered accordingly.