

Annexation or Deannexation Report Form

1. **Annexing (or Deannexing) Municipality:** _____
2. **County** in which annexation occurred: _____
3. **Authorization Type** (check one): **Ordinance** **Resolution** **Local Act of General Assembly**
4. **Authorization Number:** _____
5. **Authorization Date** (Month/Day/Year): _____
6. **Effective Date** (Month/Day/Year): _____
7. **Acreage:** _____
8. **Annexation Type** (check one): **Annexation** **Deannexation**
9. **Acknowledgements**
Boundary and Annexation Survey participation statement:
Please sign name here _____
and type name here _____
to acknowledge that you understand that the city is required to participate in the next Census Bureau Boundary and Annexation Survey, in order to change this territory on their jurisdictional boundary maps of the city.
See OCGA 36-36-3(a) (3) for details.
10. **Contact Information** (for your first time submission using this form or to update)
Contact Person: _____
Contact Person Title: _____
Address 1: _____
Address 2: _____
City: _____
Telephone (Area-code and number): _____
FAX (Area-code and number): _____
Email Address: _____

Please mail or fax completed report to:

**Annexation
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329-2231
FAX 404-679-0646**

Instructions for the Annexation or Deannexation Report Form

1. Enter the legal name of the **Annexing Municipality**, i.e., your city's name.
2. Using the drop down menu, select the name of the **County** in which the boundary change (annexation or de-annexation) will occur.
3. Select the **Authorization Type** for this boundary change by checking one of the choices on the form: Ordinance, Resolution, or Local Act of the General Assembly
4. Enter the **Authorization Number**. This is usually documented in the annexation ordinance. If the annexation was made by an act of the General Assembly, then enter that number. For example, during the 2002 session there was an annexation by House Bill 1822 which became Act 672. For such acts just enter the act number, e.g., "672". Your city may have also passed an ordinance for the rezoning of the annexed territory, but this information is not needed for the report. Be sure to enter just the ordinance number for the annexation itself. If you use any numbering system to uniquely identify ordinances related to annexation, provide that number here and use the same number when adding the area to maps and forms of the U.S. Census Bureau Boundary and Annexation Survey (BAS). If you do not currently use a numbering system we recommend that you adopt a system using the year and a sequence number such as 2003-01. Owner names are not sufficient for this purpose because the Census Bureau will not use them in their tracking system for BAS. This should facilitate coordination between the city, DCA, and the Census Bureau, especially with respect to the certification process that takes place every two years. During the certification process the Census Bureau sends a list of the city's annexations, as reported by you on the BAS maps and forms, to DCA for review and certification that all of the requirements have been met. At that time our ability to match your annexation reports to the Census Bureau certification listing for your city is critical. An annexation numbering system will also help you or other city officials match your records to the appropriate report records in the DCA Annexation database whenever you have other questions relating to particular annexations.
5. Enter the **Authorization Date**. This date is usually on the signature page of the ordinance. Do not instead enter an 'Effective Date'. The Authorization Date cannot be the same as the Effective Date (except for local Acts of the General Assembly) because the effective date is set by law to be the first day of the month following the date when all procedural requirements have been met. See 6 below or [OCGA 36-36-2](#) for details. After completing your report please keep a copy for your records so you can use it during the U.S. Census Bureau Boundary and Annexation Survey (BAS). The BAS program will ask you to indicate each annexation on a map of your jurisdiction that they will provide to you and to identify each annexation by providing a unique Authorization Number, Effective Date, and the Size of the area.

6. **Effective Date.** By law, the effective date of most annexations is the first day of the month following the date the ordinance or resolution was passed. However, the effective date for annexations is dictated by O.C.G.A. 36-36-2 as follows:
- (a) Except as provided in subsection (c) of this Code section, all annexation other than by local Act shall become effective for ad valorem tax purposes on December 31 of the year during which such annexation occurred and for all other purposes shall become effective on the first day of the month following the month during which the requirements of Article 2, 3, or 4 of this chapter, whichever is applicable, have been met.
 - (b) Except as provided in subsection (c) of this Code section, annexation by local Act shall become effective for ad valorem tax purposes on December 31 of the year in which such local Act is approved by the Governor or becomes law without such approval and for all other purposes shall become effective at the time such local Act becomes effective or such later date as provided in such local Act.
 - (c) Where an independent school system exists within the boundaries of a municipality, other effective dates may be established by the municipality solely for the purpose of determining school enrollment.
7. **Acreage.** Enter the acreage of the area being annexed (or deannexed). Although this information is not required to be included in the annexation report, you must submit it as part of the U.S. Census Bureau's Boundary and Annexation Survey. The size of the area should be specified in acres (tenths).
8. Select the **Annexation Type** for this boundary change by checking one of the choices on the form: Annexation or Deannexation

9. **Acknowledgements**

Please sign and print your name on the form, where it is indicated, to acknowledge, as required by [OCGA 36-36-3\(a\)\(3\)](#), that the city will add the annexed area to maps provided by the United States Bureau of the Census during their next regularly scheduled Boundary and Annexation Survey of the municipality. The city will complete and return the survey and map as instructed by the Census Bureau." The city must delete the area from their boundary on these maps if the area was de-annexed.

10. Please complete the **Contact Information** at the bottom of the form.
11. Mail or fax the completed form to the Department of Community Affairs.