



**4035 WALNUT CIRCLE / P.O. BOX 99  
OAKWOOD GA 30566  
(770) 534-2365**

### **Requirements for Annexation**

- ✓ Original Plat (2 required)
- ✓ Plat (Copy – Black & White) – No larger than 11”x17”
- ✓ Legal Description (Written & CD)
- ✓ Warranty Deed
- ✓ Application Fee \$150.00
- ✓ Annexation & Zoning Applications (completed in its entirety)
- ✓ Consent Letter from Landowner (Notarized)
- ✓ Preliminary Site Plan
- ✓ Letter of Availability from City of Gainesville for Water & Sewer or Flowery Branch or Oakwood if applicable
- ✓ Disclosure of any conflict of interest as specified in Chapter 67A of the Official Code of Georgia “Conflict of Interest In Zoning Action”