

## **Process for Submitting Petition for Annexation Area:**

As per your request, please see the required actions needed for completion and submission for a petition for designated annexation areas.

- **Annexation Map Boundaries:** Community annexation **organizers must create the boundaries** of the potential area to be annexed. All who sign the petition must view the map of the proposed boundaries for annexation.
- **Mandatory Petition Categories:** Complete Specified Petition Form with the Following information:
  - **Name:** Petitioner should PRINT their legal name exactly as it reads on the deed of the house and/or voter registration roll.
  - **Address:** Exact Address of the property.
  - **Signature:** Petitioner may sign their name as they would normally sign.
  - **Date:** The date petitioner signed the petition MUST accompany EACH signature.
  - **NOTE:** At the risk of falling below the 60% requirement- aiming for a 70%-75% petition number lowers the chances of submitting an insufficient petition for annexation.
    - If a petitioner **owns more than one property**- they should **only sign once** under the LAND OWNER/REGISTERED VOTER category for their **primary property** (the property which they are registered to vote). For any other properties that which they own, they should sign under the LAND OWNER ONLY category. Please note that an individual can only be registered at one property and should sign in the appropriate category to reflect that information.
- **Petition Submission:**
  - Submit completed petition to the City of Atlanta Clerk's Office located on the 2<sup>nd</sup> Floor of City Hall.
- **City of Atlanta (COA) Clerk's Office**
  - COA Clerk's Office will verify all petitioner information including land ownership and/or voter registration.
  - Clerk will timely notify county, as required by law.
- **60% LAND/60% Registered Voter Method**
  - To meet the 60% method requirements, **BOTH** the following must occur:
    - **60% of the Land** within the potential annexation area must be represented in the form of signatures from the owner of the parcel(s).
    - **60% of the Registered Voters** within the boundaries of the potential annexation area must sign a petition. **NOTE:** The petitioner may only sign the petition if they are **registered at the address they reside** within the annexation area. Simply being a registered voter will not count toward the 60% requirement.