

Annexation Checklist



Action or Clarification	Responsible Party	Due Date	Status	Notes
Annexation official date	N/A			Annexation effective upon action by legislative body
Ad valorem official date	N/A			Ad valorem tax always effective January 1st of following year
Collection of data from County (parcel data)	GIS			
Address points (x/y coordinates assigned)	GIS			
Notification to Chatom	GIS			
Official City limits for mapping purposes	GIS/Public Works			
Order City limit signs, install, coordinate with *GDOT	Public Works			
Zoning Map	GIS /Community Development			
Police beats	GIS/Police			
Street centerline	GIS/Public Works			
Voter districts (City Clerk to notify DeKalb Elections and Justice Department)	GIS/City Clerk			
Watershed	GIS/Community Development/Public Works			
Base map updates	GIS			
Flood info	GIS/Community Development/Public Works			
Street network	GIS/Public Works/Police			
Council district map update	GIS			
Repost maps to web	GIS/Communications			
Provide new maps to departments (See GIS if needed sooner)	GIS			
Asset Management system integration	GIS/Finance/Public Works			
Software migration: City works, Meritage, SunGard, Chatom, *Tyler	*Finance			
Inventory of public road assets (roads, curbs, sidewalk, traffic lights.	GIS/*Public Works/Police			
Briarcliff intersection (include or not)? NO	City Attorney/GIS/Public Works/Police			
I-85 - NO I-85 Ramps - NO	City Manager/Police per Council			
North Druid Hills Yes (North to Clairmont and South to Tully Circle)	City Attorney/Public Works/Police			
I-85 access roads Yes (Limited Access Roads)	City Attorney/Public Works/Police			
Police response to above roads	City Attorney/Police			
IGA-Not Required per Tom on 12/19/14. *Chief to notify DeKalb Police.	City Attorney/Police			
List of assets and values for R/W	GIS/Finance			
County notification (taxes, sanitation, watershed, GIS, stormwater, traffic calming, street lights)	City Attorney/Public Works			
Ga power notification	GIS			
Comcast (City Manager coordinated w/ GMA)	GMA (Lou Comer)			
AT&T video (City Manager coordinated w/ GMA)	GMA (Lou Comer)			
Google	GIS/Community Development			
Gas (City Manager coordinated w/GMA)	GMA (Lou Comer)			
Comp Plan amendment	Community Development/Jacobs			
Need county files for annexed area	Community Development/Pond			
Need executed annexation ordinances (need exhibits from attorneys)	City Clerk			
Need annexation agreements and attachments (need from attorneys)	City Clerk			
*Report to DCA and county (Letter for City Manager's signature)- **Send Letter/City Manager	*City Attorney/**City Manager			
*Signed copy of ordinance	Attach to report			
*County name, acreage, enactment and effective date	Attach to report			
*Letter stating intent to add area to maps provided to Census	Attach to report			
*List identifying roadways, bridges, and r-o- w on state routes and total mileage annexed	Attach to report/Public Works to provide			
*Annexation agreements	Attach to report			
Stormwater Structures	GIS/*Public Works			
Sidewalks	GIS/Public Works			
Creeks and ponds	GIS/Public Works			
Building footprints	GIS			
Notification to Census (BAS)	GIS			
Notify School Board President	Community Development			
Notify State Representative	Community Development			