

The following is an example letter for annexation. The content of the letter will change accordingly to match the plans of the development.

Jane Sample
123 Your Address
Your City, State Zip Code

Comment [RS1]: Provide your contact information.

May 1, 2012

Comment [RS2]: The correct date.

City of Moultrie
Mr. Mike Scott, City Manager
P.O. Box 3368
Moultrie, GA 31776

Dear Mr. Scott:

I respectfully request that the Moultrie City Council annex 10.05 acres located at 1234 5th Street Northeast. This property is located in Land Lot Number 100 of the 8th Land District of Colquitt County, Georgia.

Comment [RS3]: Specific acreage of property.

Comment [RS4]: The 911 address for the property.

Comment [RS5]: The correct land lot number and land district.

Attached you will find a warranty deed, surveyed plat and legal description of the property. My plan is to zone the property R-1A, for a residential subdivision.

Comment [RS6]: Your desired zoning

Comment [RS7]: Purpose for the zoning use.

The property is currently zoned, in the County, R-1 and there are 15 single family homes located on the property with a total residential population of 60 persons. Future plans include approximately 30 additional single family homes. The current single family homes will not be affected by future development.

Comment [RS8]: Correct county zoning

Comment [RS9]: Correct population count

Comment [RS10]: In this example letter the correct number of housing units.

Comment [RS11]: The number, age and race of the current residents and the number of households located on the property.

Total Population by Age and Race Groups

	African American	Caucasian	Hispanic	Other	Total
0 – 17	10	10	10	1	31
18+	9	9	9	2	29
Total	19	19	19	3	60

If you need additional information, please don't hesitate to contact me at (xxx) xxx-xxxx.

Comment [RS12]: Contact phone number.

Sincerely,
Jane Sample
Jane Sample

Attachments